

Minutes of the University Tenure Committee  
September 12, 2001

The first meeting of the University Tenure Committee for Fall semester, 2001, convened at Howell-McDowell conference room 205 at 8 am. Members present were: Michael Harford, Donna Kizzier, Monica Magner, Paul McGhee, Sara Morrison (Chair), Roma Prindle, Suzanne Tallichet. Dr. Michael Moore, Executive Vice President for Academic Affairs (EVPAA), was also present for the first half of the meeting.

Chair Morrison distributed copies of the meeting's agenda and the new UTC membership list. She also informed Dr. Richard Hunt that he would replace Ben Malphrus in the Spring 2002. Dr. Moore provided copies of the new tenure PAC-27, the Personnel Action Calendar and the UTC's recommendations to the EVPAA regarding tenure and promotions and the UTC's recommendations to departments regarding faculty evaluations. He began the meeting by reminding members that they could not serve on their own departments' tenure committees when those cases to be discussed later by the UTC were being discussed at the departmental level. He said that 17 cases would come before the UTC this fall: two from Business, two from Education, eight from Humanities and five from Science and Technology.

Moore stated that all upcoming tenure candidates had been given copies of the new tenure PAC-27. He then proceeded to review it emphasizing particular issues. These issues were and their location in PAC-27 were as follows:

\_ PBSI and tenure are two different processes although it would be rare when the two did not complement one another. When they did not, it reflected on the inadequacy of a department's PBSI. (Top of page 2)

\_ Tenure should be granted keeping in mind the candidate's potential for advancement to full professor. He stated that there should be very few cases where a candidate has not done well because the department should have not renewed their contract. (Bottom of page 4)

\_ Note the change in "Professional Service" requirements regarding the inclusion of "service to public schools." (Middle of page 5). The rationale behind this criterion, or any other, is to recognize service as an extension of one's expertise into the larger community beyond MSU campus.

\_ If a candidate has been granted credit toward tenure, Moore urged the UTC to consider the candidate's total performance, but with a particular emphasis on their performance at MSU while asking if the candidate has shown continued growth. (Bottom of page 5).

\_ Looking at a candidate's extended vita is a good place to begin to determine if a candidate has earned tenure. Then check on the supporting documentation. Moore noted that it is not always easy, however, to determine teaching quality without extended scrutiny of that part of the portfolio. (Top of page 7)

Moore said that candidates have been encouraged to provide a summary of their teaching performance. Moreover, they can use whatever instruments they choose to measure their performance in the classroom, although they have been encouraged to use the IDEA form to provide consistency among tenure candidates. (Top of page 8.) Moore also stated that he wants to develop a format that will insure this consistency for easier comparison. Harford asked Moore if the IDEA form was required, Moore answered that it was "encouraged." Tallichet asked about the inconsistency if different instruments were used. Moore seemed to think that was not an issue. Kizzier suggested that the Pac-27 make "continued improvement" in teaching more explicit as criteria for granting tenure.

\_ Moore also stressed the need for confidentiality. Morrison pointed out that it is difficult when UTC members sit on their respective departments tenure committees and are tempted to make comparisons between candidates who are going up for tenure (the deliberations about whom UTC members can not take part in) and those who are not. Moore also stated that secret ballot was necessary. (Top of page 11.)

In other business, Moore announced that the university had a new legal counsel, Jane Fitzpatrick. Morrison asked about Moore's reaction to the UTC recommendations regarding tenure and promotion and departments' evaluation of faculty. Moore said that he has asked departments to review these recommendations with their faculty. Moore went on to say that at the Dean's council meeting he told those present that the departments were not providing probationary faculty with sufficient feedback at the time of their annual reviews. He shared these two sets of recommendations with the departments and told them they should be reviewing faculty with these recommendations in mind. He also said that some departments had no guidelines for promotion to full professor.

Moore left the room and the UTC turned to other matters on the agenda:

\_ Magner nominated Tallichet to serve as UTC Vice-Chair. Prindle seconded the motion. Harford closed the nominations. Tallichet was voted to be the next UTC Vice-Chair.

\_ Morrison reported that the UTC will have the use of Room 308 in Camden-Carroll Library. That's the old SACS room. Only UTC members have access to it.

\_ Morrison reviewed the tenure decision process with the new UTC members. Discussion was held about dates the UTC will most likely have to meet. Those potential dates are: November 2, 3,4 (a weekend), 7, 9 and the 10-11 (another weekend). UTC members were asked to divide into tenurable and questionable categories. Morrison will work up a summary sheet by which to evaluate candidates.

The meeting adjourned at 9:17 am.

Respectfully submitted,

Suzanne Tallichet

**MOREHEAD STATE UNIVERSITY  
LIBRARY COMMITTEE  
September 14, 2001**

**Minutes**

**MEMBERS PRESENT:** Sharon Austin, Larry Besant, Eric A. Jerde, David Jones, Jonathon Keller, Tom Kmetz, Brian Martin, Paul McGhee, Wendell O'Brien, Jeanne Osborne, Elsie Pritchard

**MEMBERS ABSENT:** Thomas Creahan, Alvin Madden-Grider

Chairperson Besant welcomed new members: David Jones, Tom Kmetz, Brian Martin, and Wendell O'Brien. He also recognized members of the Fines and Fees Appeals Subcommittee: Eric Jerde, Jonathon Keller, Jeanne Osborne, and Elsie Pritchard. Membership lists were distributed.

- I      A.      Minutes - Pritchard moved, Austin seconded, that the April 27<sup>th</sup> Minutes be approved as presented. Motion carried.
- B.      Agreement was reached on dates for the next three meetings as follows: October 12, and November 9, 2000, and January 25, 2002.

**II      Old Business**

- A.      Capital Project to Renovate and Expand CCL – Besant said he did not have copies of the final report from Mr. Simon (consultant) for each member of the Committee but will have copies made. He said the Simon report has been reviewed by the president and all of the vice presidents. The project has been ranked #3 on the University's capital project list. Last year it was listed 26<sup>th</sup>, so great progress has been made. He noted also that a team from CPE made a thorough review of CCL as part of their capital budgeting process.

**III     New Business**

- A.      Library Materials Budget for 2001-2002 – Elsie Pritchard reported that last spring she prepared a funding request for the new year, which included a 10% increase in subscription costs, which have continued going up about 10%; a 5.7% increase to cover book inflation; an additional \$50M to help meet benchmark median; a 5% increase in the binding budget. The total requested was \$112,000 additional for library materials. We received \$43,000, almost enough to cover subscription inflation. No additional amount was received to cover book inflation, binding inflation, or what was needed to meet benchmarks. The new money was distributed across the board to the academic units. Pritchard said no subscriptions had to be canceled. The result of higher interest rates will be that fewer materials (books and A/V) will be purchased than were purchased last year. For the benefit of new members, Besant explained how buying materials for the Library works. He said that two-thirds of the materials budget is spent on subscriptions and that the Library depends heavily on the faculty in deciding what items to buy.
- B.      Library Training Workshops for Faculty (handout) – Tom Kmetz gave a summary of this year's new faculty orientation August 16<sup>th</sup>. This annual event was relocated to what was the Periodicals browsing room (now a study room). Kmetz said there was good attendance despite a couple of coinciding events. Clara Keyes led a discussion of faculty expectations for the Library and how those expectations might be met. During that session, the new laptops now available for students, could be used by the attendees.

Kmetz said that more opportunities will be offered later on to get more experience in searching the catalog and the databases.

Besant invited students and/or faculty members of the Committee to come to the Library Training Workshops and to contact Clara or Tom by September 17<sup>th</sup> if they plan to attend. There is limited space for these workshops, so it is important that those who plan to attend contact Clara or Tom by September 17<sup>th</sup>. On Sept. 18 and 19, with the catalog, Clara will be spending time with the many changes in effect. On Sept. 25 and 26, a time when we will be getting new databases, Kmetz said he would definitely go into what's new in the database search. A lot is carrying over from last year, but there are several key databases picked up that were very beneficial, one being full-text ERIC.

Kmetz said there will be training on November 7<sup>th</sup> for Lexus Nexus. If interested in this training, call Carol Nutter (3-5110).

- C. Besant urged new faculty members to submit to the Committee any agenda items of business they would like to have addressed. Besant referred to the handout "Customer Satisfaction Survey" (a draft). He said this type of survey has been done for 10-12 years, with a new section being added each year. This particular form has not been used previously. There is some slight re-wording and, this year, computer printing has been added. Besant said the survey will be done in the Spring of 2002. As usual, it will be given to people coming into the Library, with the request they fill it out "on the spot." He asked the faculty to review, share the form with other faculty, and make suggestions. It was suggested that the Reference Dept. might consider doing their own customer satisfaction survey.

#### **IV     Director's Report**

- A. Library Staff Retreat (handout) – Besant reported on the Staff Retreat at Carter Caves on August 6<sup>th</sup>. He gave staff the opportunity to identify obstacles (56) they anticipated in achieving the Library's goal to "Greatly Increase All Categories of Library Use" and to vote on these obstacles in order of their importance. The two obstacles receiving the most votes were library parking and lack of administrative support. Besant said the Committee could help in dividing these 56 issues into things that the staff can do something about and those things the staff can't address such as lack of faculty interest, which was high on the list. Besant said some of these obstacles will be addressed at a forthcoming meeting, after staff and committee members have had more time to consider them.

- B. The Syllabus Project – report on this project was deferred to a later time.

—The meeting adjourned at 4:15 p.m.—

Respectfully submitted by Sue B. Buchanan

cc:     Dr. Eaglin  
         Dr. Moore  
         Faculty Senate

SGA  
Staff Congress  
Planning Office

University Archive  
Library Supervisors

**MOREHEAD STATE UNIVERSITY  
LIBRARY COMMITTEE  
October 12, 2001**

**MINUTES**

**MEMBERS PRESENT:** David Jones, Elsie Pritchard, Eric Jerde, Jonathon Keller, Tom Kmetz, Wendell O'Brien, Paul McGhee, Jeanne Osborne, Larry Besant.

**MEMBERS ABSENT:** Sharon Austin, Thomas Creahan, Alvin Madden-Grider.

**GUEST:** Carol Nutter

- I**
  - A. Minutes – Keller moved, McGhee seconded, that Minutes of the September 14<sup>th</sup> meeting be approved as received. Motion carried.
  - B. Next Meetings – November 9, 2001; January 25, 2002.

**II**     **Old Business**

- A. Potential Budget Cut – Pritchard reported that it appeared there may be a 2% across-the-board budget cut, as was predicted last spring, which would be about \$50,000 for the Library. It was recommended at that time that, if the budget cut did happen, the money should be taken from the Library materials budget.

At this point, all subscriptions have been paid, but 1,344 fewer books would be ordered this year if the budget were cut by \$50K. Also, we will not be able to buy some electronic products. Some departments have spent most or all of their money and would not have money to give back. Therefore, the other departments will have to pay a larger share if they have not spent their money, which would have an effect of actually putting the Library collections a little bit out of balance for this year.

- B. Morehead State University Foundation, Inc., Project Activity Report (handout) – Besant talked about the three funds that are attributed to the Library: Camden-Carroll Library Fund, available for whatever the Library needs to spend it for; the Roger Barbour Library Collection; and the Camden-Carroll Library Endowment Fund. All require approval of our vice president. The interest on the Endowment Fund will go back into the Fund until further notice. Besant pointed out that the Morehead State University SGA, about four years ago, gave the Library \$10,000 to start this fund, which has more than doubled. Barbara Ender, the new Vice-President for Development, will be invited next year to talk about what the Library should be doing to enlarge its private donations, particularly the Camden-Carroll Endowment Fund.

**III**     **New Business**

- A. Problem Patron Discussion – Besant said that when a student is caught stealing a book, the student's name and all of the facts are written down. Witnesses sign off on the narrative, and these facts are turned over to the Dean of Students for disciplinary action.

Carol Nutter, Assistant Director for Public Services, led a discussion on what to do if a non-student is caught in the same situation. Nutter gave a brief summary of a recent case where a high school girl had set off the alarm one evening when she left. She was called back and asked if she had any books not checked out. She said "no." The book setting off the alarm was recognized though the bar code strip had been removed; but she insisted that it was her book. The person working at Circulation wrote down her name and the facts. After consulting

with Besant, Nutter talked with the head of Access Services and they agreed that the parent/guardian, who accepts responsibility for the child's actions when they sign for their library card, would be contacted and asked to come in with the child for a conference. The discussion would cover options, including restitution, on how the child could redeem himself/herself. If the perpetrator is an adult, the same process would apply.

Several suggestions were offered re policy for the non-student; i.e., automatically banning the person from the Library until something is done, turning the information over to the police if they failed to come in for a conference. The consensus was that calling the police was not a preferred option unless the user runs through the security system. The facts should be taken down and the parent/guardian asked to come in with the child for a conference. It was suggested that the Library charge the item off, then turn the charge over to a collection agency. Legal implications were discussed re an automatic ban.

- B. Library Board Briefs – A gift from Alfred Leland Crabb, Jr., of 79 letters between Jesse Stuart and Alfred Leland Crabb, was added to the Jesse Stuart Collection (Ed. note: This gift was valued at \$12,925!). Also, photographs of the Vintage Fiddlers of Eastern Kentucky, taken by MSU professor David Bartlett, are now available through the Kentuckiana Digital Library portion of KYVL, as well as examples of their playing.

#### IV Director's Report

- A. Free Trials of New Databases – Tom Kmetz said he is putting up links on the Library's pages for the new databases that have come through the Kentucky Virtual Library. Comparing the KYVL with three other statewide initiatives, Kmetz said we need to make progress statewide in getting more databases in the KYVL's coffers. Virginia has 117, Georgia Library Learning Online has 148, OhioLINK has 99, and Kentucky Virtual Library has 29. A handout was provided showing several free trials databases not provided by KYVL. If there is enough interest in any of these, Kmetz said, we could possibly get them. They have to be treated like subscriptions; you can't buy it like a one time only purchase except in rare instances. If a database appeals to only one department, that department will have to pay for the whole thing.
- B. Syllabus Project – Besant deferred an update on this project until the next meeting.
- C. Periodical Usage Study – Besant said we are going more and more to electronic full-text access, a great preference by most faculty and students. There is pressure on the Library to get more and more electronic journal articles, not just indexes to information and journals. There is a periodical usage study under way in order to compare paper copies vs electronic versions and to decide which to go with.

Besant announced that staff now have name tags, so patrons can easily identify them from student workers who also have name tags that are different. Staff also now have blue Library shirts.

The meeting adjourned at 4:15 p.m.

Respectfully submitted by Sue B. Buchanan

cc: Dr. Eaglin  
Dr. Moore  
Faculty Senate

SGA ✓  
Staff Congress  
Planning Office

University Archive  
Library Supervisors

**MOREHEAD STATE UNIVERSITY  
LIBRARY COMMITTEE  
November 9, 2001**

**MINUTES**

**MEMBERS PRESENT:** Larry Besant, Elsie Pritchard, Eric Jerde, Jonathon Keller, Tom Kmetz, Wendell O'Brien, Paul McGhee, Brian Martin, Sharon Austin, Tom Creahan, Alvin Madden-Grider

**MEMBERS ABSENT:** David Jones, Jeanne Osborne

- I**      A. Minutes – There being no additions or deletions, Minutes of the October 12<sup>th</sup> meeting were, by consensus, accepted as received.

          B. Next Meeting – January 25, 2002 – 2:00 p.m.

**II**      **Old Business**

- A. CCL Renovation and Expansion Progress Report – The CCL project was moved to second place on the CPE analysis of the University's capital project list; however, Besant said, depending on the economy, it will not have a chance of funding until 2004-06. He also said that, in the meantime, some sample furniture from a variety of library furniture manufacturers will be put out for trial use. Significant library furniture companies have signed on with the project and more are expected to do so.

- B. Syllabus Project Update (summary handout) – Besant reported that, at the acquisitions and serials meeting in Charleston, S.C. last week, he did discussion sessions about users' studies and gave out copies of the update. One faculty says he doesn't mention the word library but expects the students to be in the library quite a bit; another said he refers to the library quite a bit even in courses in which use of the library is not required. A student said, "I've been in courses where the syllabus mentions the library, but there isn't a requirement for library use." Besant said he would like to convince the curriculum committees that the University needs some kind of guideline for doing syllabi. Elsie Pritchard mentioned that, in the future, a list of new books will be announced on the CCL web page, supplementing the present new book e-list.

**III**      **New Business**

- A. KYVL Databases Budget/New Developments - Besant presented a letter Dr. Moore had from Dr. Gordon Davies, president of the Council on Postsecondary Education. This letter was sent to presidents of the eight state universities and KCTCS, with the recommendation of ordering six new databases if the institutions are willing to pay their share of the database costs, about \$500,000. MSU's proposed new allocation was \$23,548 vs current contribution of \$12,000. The six statewide databases include full-text newspapers: Literary Criticism, Applied Science & Technology, Poemfinder, Ethnic Newswatch, and netLibrary(electronic books). Besant said his response to Dr. Moore would be to eliminate the netLibrary database (the company's future is uncertain at this time) and reduce the budget proportionally without substituting another database. Besant was of the opinion that CPE will request the additional \$500,000 from the legislature, substitute another database, and increase the institutional "contribution" in any event.

Besant said usage-based costing is a problem because: 1) KYVL is using cumulative usage data; 2) when we make a license for database with any vendor, it is usually based on FTE. Whatever the cost, there is a \$63,000 statewide deficiency on this year's databases. The higher education institutions funded by the state must ante-up \$32,000, pro rata; the academic library group agreed to base 1/2 of the cost on usage. The other half of our share would be based on FTE. Besant said this is a great bargain, that if we had to buy these on the open market, without the buying power of the group and the subsidy of the KYVL, we would be paying many times over.

He said all agreed that we are, as higher education institutions, unhappy with the university's not getting much help on what we call the next level of databases; i.e., databases not covered by KYVL but subscribed to by most institutions. A committee has been appointed to convince Dr. Davies that what we would like to see would be the Virtual Library respond to our need for more databases, not by subsidy but helping us get them cheaper as a group.

- B. Library/University Planning Process – Besant said the University has five main goals: 1) Academic Excellence and Student Success; 2) Excellence in Student Support; 3) Enrollment Growth and Retention Gains; 4) Effective Administration; and 5) Enhanced Reputation and Productive Partnerships. There is going to be an annual assessment report card. The Library is under Goal 1: "Measure the level of funding for library materials compared to benchmark funding objectives of the University library." He said part of our planning is to pick out some library functions and track them back, per year, to one or more goals.

Pritchard said the Library was asked to assess its performance in meeting the unit goals that were set the last time. She said our objectives were met with the exception of increasing the library's materials budget. Also, we substantially expanded collections by providing e-access to at least 10,000 full-text monographs and electronic formats; and also providing electronic access to over 800 journals that we did not have previously. A copy of the "Annual Unit Planning and Assessment Report," outlining the Library's efforts and progress in meeting the University's goals, is attached as a part of these Minutes.

At a retreat for Library staff at Carter Caves on August 6<sup>th</sup>, staff were asked to identify and rank obstacles which they anticipated in achieving the goal of "Greatly Increase All Categories of Library Use." A copy of the results of this retreat discussion is also attached to the Minutes. Besant said that Library staff will meet on the 27<sup>th</sup> and determine things that can be done, that cannot be done, and things that fit in with the University's plan. He said he will bring the results to the next meeting on January 25<sup>th</sup>. Dr. Barbara Ender, the new Vice President for Development, will be a guest at that meeting.

#### **IV      Director's Report**

- A. Besant encouraged members to specify items which they would like to put on the Agenda for discussion/ consideration.

There being no further business, the meeting adjourned at 4:15 p.m.

Respectfully submitted by Sue B. Buchanan

cc:              Dr. Eaglin  
                    Dr. Moore  
                    Faculty Senate

SGA  
Staff Congress  
Planning Office

University Archive  
Library Supervisors



**Minutes**  
**Campus Environment Team/Affirmative Action Committee (CET/AAC)**  
**November 27, 2001**

- Meeting called to order 3:05 p.m.
- In Attendance:       Dr. Ronald Eaglin  
                              Dr. Michael Moore  
                              Dr. Steven Eliason  
                              Dr. Joan Whitworth  
                              Dr. Ricky Little  
                              Valerie Wagoner  
                              Kathleen Dowling  
                              Noel Williams  
                              Pam Jaisingh  
                              Rosemary Hinton  
                              Marissa Morton  
                              Josh Grunke
- Absent:               Francene Botts-Butler  
                              Gerd Fricke
- Members of the committee introduced themselves to each other.
- President Eaglin addressed the committee regarding their responsibilities and the importance of the CET/AAC.
- Valerie Wagoner, Chair, presented a Power Point summary regarding Affirmative Action, the Kentucky Plan for Equal Opportunities 1997-2002, and the Kentucky Council on Postsecondary Education's Partnership Agreement with the U. S. Department of Education's Office of Civil Rights.
- Open discussion and questions.
- Next meeting scheduled for December 11, 2001 at 3 p.m. in Allie Young Hall Room 305.

**Minutes**  
**Campus Environment Team/Affirmative Action Committee (CET/AAC)**  
**December 11, 2001**

- Meeting called to order 3:00 p.m.
- In Attendance:       Dr. Michael Moore  
                              Francene Botts-Butler  
                              Dr. Steven Eliason  
                              Dr. Joan Whitworth  
                              Valerie Wagoner  
                              Kathleen Dowling  
                              Noel Williams  
                              Pam Jaisingh  
                              Rosemary Hinton  
                              Marissa Morton  
                              Josh Grunke  
                              Dr. Gerd Fricke
- Absent:                 Dr. Ricky Little
- Francene Botts-Butler distributed handouts regarding Affirmative Action and EEO Law.
- CET/AAC subcommittees formed to deal with CET/AAC responsibilities as they arise. All CET/AAC members will participate in creation and administration of Campus Climate surveys, and subsequent focus groups.

Sexual Harassment Grievance Subcommittee:

Marissa Morton  
Pamela Jaisingh  
Gerd Fricke  
Joan Whitworth

Affirmative Action Grievance Subcommittee

Kathleen Dowling  
Stephen Eliason  
Josh Grunke  
Noel Williams

Campus Environment Subcommittee

Michael Moore  
Rosemary Hinton

Valerie Wagoner  
Ricky Little

- Open Discussion regarding Campus Climate literature and surveys:

Josh Grunke suggested that paper and pencil surveys might be more successful than on-line surveys. Based on the fact that student participation in on-line SGA elections tends to be very low (only 13 %). Also suggested that we could administer surveys at Greek organizational meetings.

Gerd Fricke suggested that department chairs administer Faculty surveys.

- Chair asked all members to present Spring 2002 schedules via e-mail to assist with scheduling CET/AAC meetings in the future.
- Election of officers:

Vice Chair: Gerd Fricke  
Secretary: Josh Grunke

- Next meeting will be based on schedule of Mercer representatives involved in creating campus climate surveys.

**MOREHEAD STATE UNIVERSITY  
LIBRARY COMMITTEE  
January 25, 2002**

**MINUTES**

**MEMBERS PRESENT:** Elsie Pritchard (chairperson), Eric Jerde, Jonathon Keller, Tom Kmetz, Wendell O'Brien, Brian Martin, Sharon Austin, Thomas Creahian, Alvin Madden-Grider, David Jones, Jeanne Osborne

**MEMBERS ABSENT:** Larry Besant, Paul McGhee

**GUESTS:** Dr. Barbara Ender; Melinda Highley

- I**      A. Minutes – Correct November 9, 2001 Minutes to show time of meeting as 3:00 p.m., not 2:00 p.m. There being no other corrections or additions, Minutes were, by consensus, approved as submitted.

          B. Next Meeting – February 22, 2002 – 3:00 p.m.

**II**      **Guest Presentation**

Dr. Barbara Ender, Vice President for Development, presented an overview of the organizational structure of the Division of Development and Alumni Relations. She was accompanied by Melinda Highley, recently named Director of Development. Ender provided a handout showing names and positions of other staff but said that some positions will be reshaped. She said that their goal is to continue to professionalize the programs they are working with, having frequent and very direct connections with the alumni and friends of Morehead State University. Dr. Ender noted that assets shown on the handout now total over \$15,000,000 and that, in spite of the tragedy of 9/11/01, by the end of the fourth quarter private giving was 10.6% above the same time last year.

According to Dr. Ender, methods for incorporating the recognized needs of the library into MSU's overall fundraising plan will evolve over time. She believes fundraising for a library has a popular appeal to which people naturally respond. Much of the attention is being focused on the matching program that comes through CPE, which matches pledges, not just gifts. Goals are to increase giving dollars; expand the annual giving program; emphasize more deferred giving; improve our stewardship.

The four categories of giving are: endowed chairs, professorships, scholarships, and mission enhancement. Ender discouraged library "campaigns" for private funds, saying that sometimes a smaller request of \$1,000, if given, might jeopardize the opportunity to ask for a much larger gift at a later time; also we must be careful when making specific requests such as renovation of a conference room, etc. A better approach, she said, would be to request money for a book endowment fund or for things that have longevity – possibly a nameplate in book with inscription "made possible by donation from \_\_\_\_"). Parents of grads or grads themselves might contribute a book in their honor.

Ender expressed her interest in working with the library in its fundraising efforts in conjunction with the institution's overall plan.

**III**      **New Business**

Pritchard provided a handout, *ACRL ACADEMIC LIBRARY STATISTICS, 1999-2000*, that gave library statistics from "Benchmark" Institutions. She said the university had made a real effort to increase our materials budget over a period of three years, mandated by SACS, so CCL is close to

the mid-point of our benchmarks. Salaries, however, are behind – almost at the bottom. She said it is very hard to fill positions when offering so much less than other institutions.

**IV      Director's Report**

*Policy for Short Term Loan of Periodicals* (handout) was provided. Pritchard explained that one of the things people were unhappy about was that they could not check things out of Periodicals. The new policy provides for a check-out period of two hours. The plan was not to publicize this; however, suggestion was made that it might be a good idea to publicize if mutilating or stealing of materials is a frequent problem.

There being no further business, the meeting adjourned at 3:55.

Respectfully submitted by Sue B. Buchanan

cc:      Dr. Eaglin  
         Dr. Moore  
         Faculty Senate

SGA  
Staff congress  
Planning Office

University Archives  
Library supervisors

**Minutes**  
**Campus Environment Team/Affirmative Action Committee (CET/AAC)**  
**January 31, 2002**

- Meeting called to order 3:10 p.m.
- In Attendance:       Dr. Michael Moore  
                              Francene Botts-Butler  
                              Dr. Steven Eliason  
                              Dr. Joan Whitworth  
                              Valerie Wagoner  
                              Kathleen Dowling  
                              Noel Williams  
                              Pam Jaisingh  
                              Rosemary Hinton  
                              Marissa Morton  
                              Dr. Gerd Fricke  
                              Dr. Ricky Little  
                              Barbara Hunter, Mercer, Inc.
- Absent:               Josh Grunke
- Minutes from December 11, 2001 meeting approved with the request that the list of those in attendance be amended to include Francene Botts-Butler.
- Presentation of proposed Campus Environment Surveys by Barbara Hunter, of William Mercer, Inc.
- Sugestions and comments as a result of open discussion regarding the format and content of those surveys.

Content changes recommended to all surveys as proposed.

Need to add a statement to the cover letter stating that if a respondent does not know the answer to a question, or does not have enough information to answer it, then they should move on to the next question.

May need to design multiple voice mail messages to promote survey response.

May want to get academic Department Chairs to distribute to surveys at faculty meetings and have departmental Secretary collect them and mail them back to the Office of Multicultural Student Services.

We may need to follow up with a separate campus climate survey for students attending classes at extended campus locations, because the current student survey is designed to measure the climate on MSU's main campus only.

- Next meeting scheduled for February 28, 2002.
- Meeting adjourned 4 p.m.

**MINUTES**  
**MSU LIBRARY COMMITTEE**  
**February 22, 2002**

- I A. Minutes of January 25<sup>th</sup> were approved as received (Jerde/Austin).
- B. The next two committee meetings will be March 15 And April 19.

II New Business

- A. Besant presented the recommended budget changes in library fines and fees charges which were recommended for FY 2002-2003, as follows:
  - 1. Circulate Microsoft CD's to faculty and staff for use on home computers when they are performing jobs that might require them to work at home - \$25 per day.
  - 2. Charge \$0.10 per minute for overdue fine for student laptop computers;
  - 3. Reduce per copy charge for Microfilm Reader/Printer from \$0.20 to \$0.10;
  - 4. Drop the separate "non-print" minimum charge of the cost for non-print items; and
  - 5. Change the "Regular Print Minimum" to "Regular Minimum" lost item charge of \$50.

In addition, Besant said a replacement cost for laptop computers will be added to the FY 2002-2003 budget changes. He further said that last year's projected revenue for the Library was about \$56,000 and only about \$42,000 will be realized. Therefore, next year's projection will only be \$43,000.

- B. The two library non-major capital construction projects for FY 2002-2003 are:
  - 1. A Request for the renovation of the old Honors Room on 3<sup>rd</sup> floor, which will be changed into the Learning Technology Lab; and
  - 2. A request that three rooms in the Reference Department be carpeted.

The CCL proposal will go to the Provost, who will rank it with all other proposals that are submitted from Academic Affairs. They will then go to the Planning Committee and go through the same ranking process.

The main strategic budget proposal that the Library will make is to put the 21 machines that are in the library electronic classrooms on the MAP program. They were funded by the Kentucky Virtual Library program.

According to Besant, some internal reallocations will probably be made to more realistically represent the travel and binding budgets. Besant referred to projected library materials fixed cost increases. We are projecting a 10% increase in subscription prices (\$59,619) and a 3.8% increase in book prices (\$11,917) – a total of \$71,536 needed to stay with inflation.

- C. This summer, the Library will close at 6:00 p.m. Mon.-Thursday and Sunday (last year was 7:00); and close at 4:30 p.m. on Friday and Saturday.

III Director's Report

- A. Besant said the Library is going ahead with getting library furniture manufacturers to give us various types of library chairs, desks, and tables for trial use and comments by users. Samples of chairs, tables, and carrels have already arrived and are in the Periodicals Reading Room.



- B. Faculty and Staff will now receive a Courtesy Notice in their e-mail account up to three days before library items are due. It was not deemed feasible at the present time to notify students, as students use a variety of e-mail accounts other than a campus e-mail account. Due to considerable discussion with regard to extending this service to students, it was decided that this matter will be reconsidered by the fall semester.
- C. Tom Kmetz gave an overview of some of the Library website revamping to be done this summer. Plans are to add one or two additional categories to the top level page; try to do a new logo and change colors to have a new look; maybe split off the services directories, and, working with departments/instructors, put on some things that are going to be useful. He said that over the past year or so a couple of new librarians with web and HTML skills have been hired, so we may be able to get a little bit more into library stats. According to Kmetz, he is talking with IT about ways to streamline the work flow.
- D. Besant said that, after 17 years of requesting, the PA system has been hooked up to the emergency generator in the tower that runs the emergency lights. In case the power goes off, users and staff can be advised over the PA system about emergency procedures.

The two handicapped entrances are now equipped with surveillance cameras that let people at the circulation desk see who has pushed the doorbell, and there is an intercom. The doors, the door opening mechanisms, the door locking mechanisms, and the other exterior fire doors of the Library were upgraded. And, exterior lights were put over the entrances for the handicapped.

There being no further business, the meeting adjourned at 4:15 p.m.

Respectfully submitted by Sue B. Buchanan.

cc: Dr. Eaglin  
Dr. Moore  
Faculty Senate

SGA ✓  
Staff Congress  
Planning Office

University Archive  
Library Supervisors

**MINUTES**  
**CAMPUS ENVIRONMENT TEAM/AFFIRMITIVE ACTION COMMITTEE**  
**FEBRUARY 28, 2002**

✓ Meeting called to order at 3:10 p.m.

✓ In Attendance:

Rosemary Hinton  
Pam Jaisingh  
Valerie Wagoner  
Noel Williams  
Marissa Morton  
Francine Botts-Butler  
Josh Gruenke  
Dr. Ricky Little  
Dr. Michael Moore

✓ Absent:

Dr. Steven Eliason  
Dr. Joan Whitworth  
Kathleen Dowling  
Dr. Gerd Fricke

✓ Minutes from last meeting were approved with a grammatical correction.

✓ Valerie discussed the Campus Climate Survey and said that it was on track. She passed out the revised surveys, said the survey would go from 8 ½ pages to 5 pages after it was put in book form. The cover letter did not work for all surveys and will be revised. Also announced that the cover letter now also included President Eaglin's letterhead. We should be able to meet the March 11<sup>th</sup> deadline.

✓ Sub-Committees have not been meeting

✓ Marissa spoke about the behavior of Public Safety Officers. This led to a discussion about the re-locating of International Students through breaks, and a general discussion about the "people skills" of employees of the Housing and Financial Aid Offices.

✓ It was announced that the sexual harassment committee should attend a sexual harassment training seminar on March 12<sup>th</sup>. Signup by 3-3-02 if you wish to attend.

✓ Valerie proposed that meetings be switched to every other month instead of the current monthly meetings. The proposal failed when during discussion it was

brought up that we should meet monthly to discuss issues such as the multi-cultural house. We also need to figure out what to do with the results of the surveys and if we should start now in making improvements or wait until the results were in.

- ✓ Next meeting scheduled for Tuesday March 19, 2002
- ✓ Meeting adjourned at 4:25 p.m.

**MOREHEAD STATE UNIVERSITY  
LIBRARY COMMITTEE MEETING  
MARCH 15, 2002**

**MINUTES**

**MEMBERS PRESENT:** Sharon Austin, Thomas Creahan, Eric Jerde, David Jones, Jonathon Keller, Thomas Kmetz, Alvin Madden-Grider, Brian Martin, Paul McGhee, Wendell O'Brien. Elsie Pritchard chaired the meeting.

**MEMBERS ABSENT:** Larry Besant, Jeanne Osborne.

- I**
  - A. Minutes of the February 22<sup>nd</sup> meeting were approved by consensus.
  - B. The next meeting is scheduled for April 19, 2002. There will be no meeting in May unless called for a special agenda.

**II**     **Old Business**

- A. Pritchard reported that the Strategic Budget Request and Non-Major Capital Improvements have been submitted to the Provost, as discussed at the last committee meeting.

**III**    **New Business**

- A. The Library currently has some ongoing efforts to provide information literacy and library instruction to students and faculty.

Present Efforts:

- 1. Pritchard reviewed credit courses currently being offered. The library component of MSU 101 is optional, so only a portion of students do get some library orientation through MSU 101.

Students also get library instruction from courses such as LSIM 101 and LSIM 201, although only a small percentage of students take these classes. Kmetz gave a summary of these courses, saying that LSIM 101 is a half-semester one credit non-graded course, basically an orientation to the Library focusing on things in the Library. LSIM 201, which he is teaching this semester, is a full credit three-hour course that is a part of the general education set of options under the heading of practical living. Also, librarians continue to give presentations in various courses on library topics and general talks about the Library and/or tours of the Library.

The Library regularly presents workshops geared toward faculty and staff through Human Resources. Kentucky Virtual Library has developed some online tutorials. Kmetz said KYVL has hired a consultant to revamp the tutorials, which should be completed this summer.

Currently, CCL does not reach a large number of faculty, staff, and students in its efforts to provide instruction.

- 2. Future Efforts:

A task force in the College of Humanities has been formed to examine some of the technology needs of faculty in Humanities and to increase awareness and use of library resources and services. Pritchard, Carol Nutter, Carol Keyes, and Jennifer Little have been meeting with this group, which has developed five library-related goals. Pritchard

provided a handout (which is being made a part of these minutes), listing these goals and ways in which to accomplish them. They are:

- Raise campus awareness of Library resources and services
- Infuse information literacy throughout the curriculum
- Develop seminar(s) on use of library resources to be presented as professional development classes for faculty
- Enrich and enhance Library's web pages
- Improve service to the public through an aggressive staff development program

Creahan suggested that the Library may need to go to the faculty and ask how the Library can help them. Madden-Grider suggested that, instead of trying to go from the top down (to the departments), librarians meet with smaller groups. For instance, there are developmental writing committees in English that deal with certain courses. Find out which groups meet often and see if there is anything that can be done to help. Librarians may also find it useful to meet initially at the college level.

Librarians are all serving as liaisons to various departments. This will continue, and they will work closely with the departments on some of the other efforts.

#### **IV      Other**

It was the consensus of the group that the library courtesy notices should include students as well as faculty. The manner in which student accounts would be added is still under discussion.

Meeting adjourned at 4:15 p.m.

Respectfully submitted by Sue Buchanan

cc:      Dr. Eaglin  
         Dr. Moore  
         Faculty Senate

SGA  
Staff Congress  
Planning Office

University Archives  
Library Supervisors

## INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE

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**WHEN** The Institutional Animal Care and Use Committee met on April 20, 2001, 8:00 a.m.  
**WHERE** 901 Ginger Hall conference room

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<b>PRESENT</b>	Research, Grants and Contracts Carole Morella, Chair Kathleen Dowling, Secretary	Physical Plant Steve Leitz
	Veterinary Technology Scott Rundell	Community Representative Robert Marsh
	Sociology, Social Work, and Criminology Suzanne Tallichet	Psychology Bruce Mattingly

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**ABSENT** Geoffrey Gearner, Biological and Environmental Sciences

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### SUMMARY

Chair Morella called the meeting to order. Geoffrey Gearner provided proxy votes for all items.

1. **Summary Sheet: Biological and Environmental Sciences, Psychology, Veterinary Technology:** Biological and Environmental Sciences and Veterinary Technology -- no changes necessary. Bruce Mattingly requested one change on the Psychology Summary Sheet -- all room numbers are GH 604.
2. **Animal Care and Use Standard Operating Procedures (SOP) Compliance Checklist: Biological and Environmental Sciences, Psychology, Veterinary Technology.** All reports accepted.
3. **Institutional Policies and Responsibilities Checklist:** Report accepted.
4. **Inspection and Programmatic Reports:** Steve Leitz motioned to accept reports with clarification from the vice chair on Protocol #99-01-10-R1. Suzanne Tallichet seconded the motion. Motion carried by a majority voting in favor. Members signed the report, no minority views noted.

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**ADJOURNMENT** Steve Leitz motioned to adjourn. Suzanne Tallichet seconded the motion. Motion carried.

**NEXT MEETING** April 30, 2001, 8:00 a.m. in the 901 Ginger Hall conference room.

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pc: Michael Moore    Staff Congress    ↓ Student Government Association    Faculty Senate    Library

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## INSTITUTIONAL REVIEW BOARD FOR THE PROTECTION OF HUMAN SUBJECTS IN RESEARCH

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**WHEN**      Wednesday, April 25, 2001, at 9:00 a.m. in the 901 Ginger Hall conference room.

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<b>PRESENT</b>	Research, Grants and Contracts Carole Morella, Chair Kathleen Dowling, Secretary	English, Foreign Languages, and Philosophy Sarah Morrison
	Sociology, Social Work, and Criminology Edward Breschel	Physical Sciences Marshall Chapman
	Psychology Lynn Haller	Community Representative Eleanor Reser

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**ABSENT**      None

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Chair Morella called the meeting to order.

1. **Minutes of February 14, 2001, March 5, 2001, March 26, 2001, and April 2, 2001.** Marshall Chapman motioned to accept the minutes of February 14, 2001, March 5, 2001, March 26, 2001, and April 2, 2001, as distributed. Edward Breschel seconded the motion. Motion carried by a majority voting in favor.
2. Sarah Morrison motioned to go into closed session to discuss research protocols which are to be maintained in confidence by this committee, according to federal law. Eleanor Reser seconded the motion. Motion carried by a majority voting in favor.
3. Chair Morella entertained a motion to return to regular session. Marshall Chapman motioned to return to regular session. Sarah Morrison seconded the motion. Motion carried by a majority voting in favor.
4. **Protocol Review.**
  - a. **#01-04-32.** Sarah Morrison motioned to continue review of Protocol #01-04-32 based upon discussion in closed session. Edward Breschel seconded the motion. Motion carried by a majority voting in favor.
  - b. **#01-04-33.** Marshall Chapman motioned to continue review of Protocol #01-04-33 based upon discussion in closed session. Edward Breschel seconded the motion. Motion carried by a majority voting in favor. Expedited review to be conducted by chair and vice chair.
  - c. **#01-04-34.** Eleanor Reser motioned to continue review of Protocol #01-04-34 based upon discussion in closed session. Lynn Haller seconded the motion. Motion carried by a majority voting in favor. Expedited review to be conducted by chair and vice chair.

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**SUMMARY (continued)**

- d. **#01-04-35.** Edward Breschel motioned to continue review of Protocol #01-04-35 based upon discussion in closed session. Sarah Morrison seconded the motion. Motion carried by a majority voting in favor.
- e. **#01-04-36.** Sarah Morrison motioned to continue review of Protocol #01-04-36 based upon discussion in closed session. Edward Breschel seconded the motion. Motion carried by a majority voting in favor.
- f. **#01-04-37.** Marshall Chapman motioned to continue review of Protocol #01-04-37 based upon discussion in closed session. Eleanor Reser seconded the motion. Motion carried by a majority voting in favor.
- g. **#01-04-38.** Eleanor Reser motioned to continue review of Protocol #01-04-38 based upon discussion in closed session. Marshall Chapman seconded the motion. Motion carried by a majority voting in favor. Expedited review to be conducted by chair and vice chair.
- h. **#01-04-39.** Edward Breschel motioned to approve Protocol #01-04-39 based upon discussion in closed session. Marshall Chapman seconded the motion. Motion carried by a majority voting in favor.
- i. **#01-04-40.** Lynn Haller motioned to continue review of Protocol #01-04-40 based upon discussion in closed session. Marshall Chapman seconded the motion. Motion carried by a majority voting in favor.

**5. Fall Workshop.**

Sarah Morrison and Edward Breschel agreed to conduct the Novice Workshop on Wednesday, August 29, 2001, from 12:40 p.m. — 3:00 p.m.

Lynn Haller and Marshall Chapman agreed to conduct the Advanced Workshop on Thursday, August 30, 2001, from 12:40 p.m. — 3:00 p.m.

- 6. Membership.** Chair Morella informed the committee that Sarah Morrison and Edward Breschel are scheduled to rotate off the committee in August, 2001. Both members agreed to serve for another term.

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**ADJOURNMENT** Marshall Chapman motioned to adjourn. Edward Breschel seconded the motion. Motion carried.

**NEXT MEETING** May 2, 2001, at 9:00 a.m. in the 901 Ginger Hall conference room.

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pc: Michael R. Moore      Staff Congress      Faculty Senate      ✓ SGA      Library



## INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE

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**WHEN** The Institutional Animal Care and Use Committee met on April 30, 2001, 8:00 a.m.  
**WHERE** 901 Ginger Hall conference room

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<b>PRESENT</b>	Research, Grants and Contracts Carole Morella, Chair Kathleen Dowling	Biological and Environmental Sciences Geoffrey Gearner
	Veterinary Technology Scott Rundell	Community Representative Robert Marsh
	Sociology, Social Work, and Criminology Suzanne Tallichet	Psychology Bruce Mattingly

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**ABSENT** Steve Leitz, Physical Plant

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### SUMMARY

Chair Morella called the meeting to order.

1. **Minutes of February 12, 2001, and February 26, 2001.** Geoffrey Gearner motioned to accept the minutes of February 12, 2001, and February 26, 2001, as distributed. Bruce Mattingly seconded the motion. Motion carried by a majority voting in favor.
2. Geoffrey Gearner motioned to go into closed session to discuss research protocols which are to be maintained in confidence by this committee, according to federal law. Bruce Mattingly seconded the motion. A majority voted to go into closed session.
3. Geoffrey Gearner motioned to return to regular session. Bruce Mattingly seconded the motion. A majority voted to return to regular session.
4. **Protocol Review.**
  - a. **#01-03-12.** Geoffrey Gearner motioned to approve Protocol #01-03-12 based upon discussion in closed session. Bruce Mattingly seconded the motion. Motion carried by a majority voting in favor.
  - b. **#97-08-02-R2.** Geoffrey Gearner motioned to approve Protocol #97-08-02-R2 based upon discussion in closed session. Suzanne Tallichet seconded the motion. Motion carried by a majority voting in favor.
  - c. **#00-04-10-R1.** Geoffrey Gearner motioned to approve Protocol #00-04-10-R1 contingent upon receipt of specific information as discussed in closed session. Suzanne Tallichet seconded the motion. Expedited review to be conducted by chair and vice chair. Motion carried by a majority voting in favor.
  - d. **#01-04-13.** Geoffrey Gearner motioned to approve Protocol #01-04-13 contingent upon receipt of specific information as discussed in closed session. Robert Marsh seconded the motion. One member abstained. Expedited review to be conducted by chair and vice chair. Motion carried by a majority voting in favor.

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SUMMARY (continued)

5. Membership. Chair Morella stated that Suzanne Tallichet and Bruce Mattingly are scheduled to rotate off the committee in August. Because of their expertise in all areas of the committee, the committee would like to recommend to Dr. Moore that both members serve another term on the committee. Suzanne Tallichet and Bruce Mattingly agreed to serve.
6. Fall Workshop. Geoffrey Gearer, Bruce Mattingly, Scott Rundell, and Suzanne Tallichet agreed to conduct a workshop on September 7, 2001, from 3:00 p.m. - 4:00 p.m. The committee requested that the workshop be conducted in the Riggle Room where a projector and computer hook up are available. Focus of the workshop will be: putting together a good protocol. IACUC information will be disseminated. Faculty and graduate students attending the workshop will be encouraged to bring a protocol (work in progress). The committee members will work with individuals to complete the protocol.
7. Fall 2001 Meeting Schedule. The committee agreed to meet on Friday, September 21, 2001, at 2:00 p.m.

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**ADJOURNMENT**      Geoffrey Gearer motioned to adjourn. Suzanne Tallichet seconded the motion. Motion carried.

**NEXT MEETING**      September 21, 2001, 2:00 p.m. in the 901 Ginger Hall conference room.

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## INSTITUTIONAL REVIEW BOARD FOR THE PROTECTION OF HUMAN SUBJECTS IN RESEARCH

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**WHEN**      Wednesday, May 2, 2001, at 9:00 a.m. in the 901 Ginger Hall conference room.

---

<b>PRESENT</b>	Research, Grants and Contracts Carole Morella, Chair Kathleen Dowling	English, Foreign Languages, and Philosophy Sarah Morrison
	Sociology, Social Work, and Criminology Edward Breschel	Psychology Lynn Haller

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**ABSENT**      Marshall Chapman, Physical Sciences

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Chair Morella called the meeting to order.

1. Edward Breschel motioned to go into closed session to discuss research protocols which are to be maintained in confidence by this committee, according to federal law. Sarah Morrison seconded the motion. Motion carried by a majority voting in favor.
2. Chair Morella entertained a motion to return to regular session. Edward Breschel motioned to return to regular session. Lynn Haller seconded the motion. Motion carried by a majority voting in favor.
3. **Protocol Review.**
  - a. **#01-04-32.** Edward Breschel motioned to approve Protocol #01-04-32 as amended and based upon discussion in closed session. Lynn Haller seconded the motion. Motion carried by a majority voting in favor.
  - b. **#01-04-33.** Lynn Haller motioned to approve Protocol #01-04-33 as amended and based upon discussion in closed session. Edward Breschel seconded the motion. Motion carried by a majority voting in favor.
  - c. **#01-04-34.** Sarah Morrison motioned to continue review of Protocol #01-04-34 based upon discussion in closed session. Edward Breschel seconded the motion. Motion carried by a majority voting in favor. Expedited review to be conducted by chair and vice chair.
  - d. **#01-04-35.** Lynn Haller motioned to approve Protocol #01-04-35 as amended and based upon discussion in closed session. Edward Breschel seconded the motion. Motion carried by a majority voting in favor.
  - e. **#01-04-36.** Lynn Haller motioned to approve Protocol #01-04-36 as amended and based upon discussion in closed session. Sarah Morrison seconded the motion. Motion carried by a majority voting in favor.

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SUMMARY (continued)

- f. **#01-04-37.** Lynn Haller motioned to approve Protocol #01-04-37 as amended and based upon discussion in closed session. Sarah Morrison seconded the motion. Motion carried by a majority voting in favor.
- g. **#01-04-38.** Edward Breschel motioned to approve Protocol #01-04-38 as amended and based upon discussion in closed session. Lynn Haller seconded the motion. Motion carried by a majority voting in favor.
- h. **#01-04-40.** Edward Breschel motioned to approve Protocol #01-04-40 as amended and based upon discussion in closed session. Sarah Morrison seconded the motion. Motion carried by a majority voting in favor.

5. Fall Workshop.

Workshop Meeting: Friday, August 17, 2001, 3:00 p.m.

Protocol Review: Tuesday, September 18, 2001, 9:00 a.m.; September 25, 2001, 9:00 a.m.; October 2, 2001, 9:00 a.m.

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**ADJOURNMENT** Edward Breschel motioned to adjourn. Sarah Morrison seconded the motion. Motion carried.

**NEXT MEETING** August 17, 2001, at 3:00 p.m. (workshop discussion) in the 901 Ginger Hall conference room.  
September 18, 2001, at 9:00 a.m., September 25, 2001, at 9:00 a.m., and October 2, 2001, at 9:00 a.m. (protocol review) in the 901 Ginger Hall conference room.

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pc: Michael R. Moore      Staff Congress      Faculty Senate       SGA      Library

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**INSTITUTIONAL REVIEW BOARD  
FOR THE PROTECTION OF HUMAN SUBJECTS IN RESEARCH**

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**WHEN** Monday, May 14, 2001, at 9:00 a.m. in the 901 Ginger Hall conference room.

---

<b>PRESENT</b>	Research, Grants and Contracts Kathleen Dowling	English, Foreign Languages, and Philosophy Sarah Morrison
	Sociology, Social Work, and Criminology Edward Breschel	Physical Sciences Marshall Chapman

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**ABSENT** Lynn Haller, Psychology

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Vice Chair Breschel called the meeting to order.

1. Marshall Chapman motioned to go into closed session to discuss a research protocol which is to be maintained in confidence by this committee, according to federal law. Sarah Morrison seconded the motion. Motion carried by a majority voting in favor.
2. Vice Chair Breschel entertained a motion to return to regular session. Sarah Morrison motioned to return to regular session. Marshall Chapman seconded the motion. Motion carried by a majority voting in favor.
3. Protocol Review.
  - a. **#01-05-41.** Marshall Chapman motioned to continue review of Protocol #01-05-41 based upon discussion in closed session. Sarah Morrison seconded the motion. Motion carried by a majority voting in favor. Expedited review to be conducted by the chair and vice chair.

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**ADJOURNMENT** Marshall Chapman motioned to adjourn. Sarah Morrison seconded the motion. Motion carried.

**NEXT MEETING** August 17, 2001, at 3:00 p.m. (workshop discussion) in the 901 Ginger Hall conference room.  
September 18, 2001, at 9:00 a.m., September 25, 2001, at 9:00 a.m., and  
October 2, 2001, at 9:00 a.m. (protocol review).

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pc: Michael R. Moore      Staff Congress      Faculty Senate      ✓ SGA      Library

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## INSTITUTIONAL REVIEW BOARD FOR THE PROTECTION OF HUMAN SUBJECTS IN RESEARCH

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**WHEN**      Wednesday, June 13, 2001, at 10:00 a.m. in the 901 Ginger Hall conference room.

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<p><b>PRESENT</b>    Research, Grants and Contracts                  Carole Morella, Chair                  Kathleen Dowling</p> <p>                 Sociology, Social Work, and Criminology                  Edward Breschel</p>	<p>English, Foreign Languages, and Philosophy Sarah Morrison</p> <p>Psychology Lynn Haller</p>
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**ABSENT**    Marshall Chapman, Physical Sciences

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Chair Morella called the meeting to order.

1. Edward Breschel motioned to go into closed session to discuss research protocols which are to be maintained in confidence by this committee, according to federal law. Sarah Morrison seconded the motion. Motion carried by a majority voting in favor.
  2. Chair Morella entertained a motion to return to regular session. Edward Breschel motioned to return to regular session. Sarah Morrison seconded the motion. Motion carried by a majority voting in favor.
  3. **Protocol Review.**
    - a. **#01-06-42.** Lynn Haller motioned to continue review of Protocol #01-06-42 based upon discussion in closed session. Edward Breschel seconded the motion. Motion carried by a majority voting in favor. Expedited review to be conducted by the chair and vice chair.
    - b. **#00-10-11.** Edward Breschel motioned to approve Protocol #00-10-11 as revised and based upon discussion in closed session. Sarah Morrison seconded the motion. Motion carried by a majority voting in favor.
- 

**ADJOURNMENT**    Edward Breschel motioned to adjourn. Lynn Haller seconded the motion. Motion carried.

**NEXT MEETING**    August 17, 2001, at 3:00 p.m. (workshop discussion) in the 901 Ginger Hall conference room.  
                 September 18, 2001, at 9:00 a.m., September 25, 2001, at 9:00 a.m., and  
                 October 2, 2001, at 9:00 a.m. (protocol review).

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pc:	Michael R. Moore	Staff Congress	Faculty Senate	SGA	Library
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## INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE

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**WHEN** The Institutional Animal Care and Use Committee met on August 24, 2001, 2:00 p.m.  
**WHERE** 901 Ginger Hall conference room

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**PRESENT**

Research, Grants and Contracts Carole Morella, Chair Kathleen Dowling Brenda DeHart, Secretary	Biological and Environmental Sciences David Eisenhour
Veterinary Technology Scott Rundell	Community Representative Robert Marsh
Office of Physical Plant Steve Leitz	Psychology Bruce Mattingly

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**ABSENT** Suzanne Tallichet, Sociology, Social Work, and Criminology

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### SUMMARY

Chair Morella called the meeting to order.

1. Carole Morella introduced David Eisenhour to the committee and stated that the committee appreciated his willingness to serve as representative for the Department of Biological and Environmental Sciences.
  2. Bruce Mattingly motioned to go into closed session to discuss a research protocol which is to be maintained in confidence by this committee, according to federal law. Steve Leitz seconded the motion. A majority voted to go into closed session.
  3. Bruce Mattingly motioned to return to regular session. Robert Marsh seconded the motion. A majority voted to return to regular session.
  4. Protocol Review.
    - a. **#01-08-01.** Steve Leitz motioned to approve Protocol #01-08-01 based upon discussion in closed session. Bruce Mattingly seconded the motion. Motion carried by a majority voting in favor.
  5. Fall Workshop. Scott Rundell, Bruce Mattingly, and David Eisenhour agreed to conduct interdepartmental workshops to review changes to the protocol forms and present the new handbooks.
  6. Fall 2001 Meeting Schedule. The committee agreed to meet on Friday, September 21, 2001, at 2:00 p.m. to review protocols.
- 

**ADJOURNMENT** Scott Rundell motioned to adjourn. Bruce Mattingly seconded the motion. Motion carried.

**NEXT MEETING** September 21, 2001, 2:00 p.m. in the 901 Ginger Hall conference room.

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pc: Michael Moore    Staff Congress    ☒ Student Government Association    Faculty Senate    Library

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**INSTITUTIONAL REVIEW BOARD  
FOR THE PROTECTION OF HUMAN SUBJECTS IN RESEARCH**

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**WHEN**            Thursday, September 20, 2001, at 9:00 a.m. in the 901 Ginger Hall conference room.

---

<b>PRESENT</b>	Research, Grants and Contracts Carole Morella, Chair Kathleen Dowling Janet Skidmore, Secretary	English, Foreign Languages, and Philosophy Sarah Morrison
	Physical Sciences Marshall Chapman	Sociology, Social Work, and Criminology Edward Breschel

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**ABSENT**        Lynn Haller, Department of Psychology

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Chair Morella called the meeting to order. Lynn Haller provided a written response for each protocol.

Chair Morella introduced Janet Skidmore, Administrative Secretary in the Office of Research, Grants and Contracts.

Chair Morella stated that she contacted a community representative for the committee. A copy of the committee description was emailed to her and she was asked to contact the previous community representative to gather information on the meeting schedule and workload. The candidate will contact Chair Morella after reviewing information.

1. **Selection of Vice Chair and Secretary.** Marshall Chapman nominated Edward Breschel for Vice Chair and requested that nominations be closed. Sarah Morrison seconded the motion. Motion carried by a majority voting in favor. Marshall Chapman nominated Janet Skidmore as secretary for the committee. Sarah Morrison seconded the motion. Motion carried by a majority voting in favor.
2. **Minutes of April 25, 2001, May 2, 2001, May 14, 2001, and June 13, 2001.** Edward Breschel motioned to accept the minutes as distributed. Marshall Chapman seconded the motion. Motion carried by a majority voting in favor.
3. Marshall Chapman motioned to go into closed session to discuss research protocols which are to be maintained in confidence by this committee, according to federal law. Edward Breschel seconded the motion. Motion carried by a majority voting in favor.
4. Chair Morella entertained a motion to return to regular session. Marshall Chapman motioned to return to regular session. Edward Breschel seconded the motion. Motion carried by a majority voting in favor.
5. **Protocol Review.**
  - a.) **#00-09-02-R1:** Sarah Morrison motioned to approve Protocol #00-09-02-R1 based upon discussion in closed session. Marshall Chapman seconded the motion. Motion carried by a majority voting in favor.



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**SUMMARY (continued)**

- b.) **#00-09-03-R1:** Marshall Chapman motioned to approve Protocol #00-09-03-R1 based upon discussion in closed session. Edward Breschel seconded the motion. Motion carried by a majority voting in favor.
- c.) **#01-03-31-R1:** Edward Breschel motioned to approve Protocol #01-03-31-R1 based upon discussion in closed session. Marshall Chapman seconded the motion. Motion carried by a majority voting in favor.
- d.) **#01-09-01:** Sarah Morrison motioned to continue review of Protocol #01-09-01 based upon discussion in closed session. Edward Breschel seconded the motion. Motion carried by a majority voting in favor.
- e.) **#01-09-02:** Edward Breschel motioned to continue review of Protocol #01-09-02 based upon discussion in closed session. Sarah Morrison seconded the motion. Motion carried by a majority voting in favor.

**6. Meeting Schedule.**

Friday, September 21, 2001, at 9:00 a.m. in the 901 Ginger Hall conference room.

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**ADJOURNMENT** Edward Breschel motioned to adjourn. Sarah Morrison seconded the motion. Motion carried.

**NEXT MEETING** Friday, September 21, 2001 at 9:00 a.m. in 901 Ginger Hall.

---

pc: Michael R. Moore    Staff Congress    Faculty Senate    ✓ Student Government Association    Library

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**INSTITUTIONAL REVIEW BOARD  
FOR THE PROTECTION OF HUMAN SUBJECTS IN RESEARCH**

---

**WHEN** Friday, September 21, 2001, at 9:00 a.m. in the 901 Ginger Hall conference room.

---

<b>PRESENT</b>	Research, Grants and Contracts	English, Foreign Languages,
	Carole Morella, Chair	and Philosophy
	Kathleen Dowling	Sarah Morrison
	Janet Skidmore, Secretary	
	Physical Sciences	Sociology, Social Work, and Criminology
	Marshall Chapman	Edward Breschel

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**ABSENT** Lynn Haller, Department of Psychology

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Chair Morella called the meeting to order. Lynn Haller provided a written response for each protocol.

1. Marshal Chapman motioned to go into closed session to discuss research protocols which are to be maintained in confidence by this committee, according to federal law. Edward Breschel seconded the motion. Motion carried by a majority voting in favor.
2. Chair Morella entertained a motion to return to regular session. Edward Breschel motioned to return to regular session. Marshal Chapman seconded the motion. Motion carried by a majority voting in favor.
3. Protocol Review.
  - a.) **#01-09-03:** Edward Breschel motioned to continue review of Protocol #01-09-03 based upon discussion in closed session. Marshall Chapman seconded the motion. Motion carried by a majority voting in favor.
  - b.) **#01-09-04:** Sarah Morrison motioned to continue review of Protocol #01-09-04 based upon discussion in closed session. Edward Breschel seconded the motion. Motion carried by a majority voting in favor.
4. Meeting Schedule.

Tuesday, September 25, 2001, at 9:00 a.m. in the 901 Ginger Hall conference room.

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**ADJOURNMENT** Marshal Chapman motioned to adjourn. Edward Breschel seconded the motion. Motion carried.

**NEXT MEETING** Tuesday, September 25, 2001 at 9:00 a.m. in 901 Ginger Hall.

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pc: Michael R. Moore    Staff Congress    Faculty Senate    ☒ Student Government Association    Library

## INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE

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**WHEN** The Institutional Animal Care and Use Committee met on September 21, 2001, 2:00 p.m.  
**WHERE** 901 Ginger Hall conference room

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<b>PRESENT</b>	Research, Grants and Contracts Carole Morella, Chair Kathleen Dowling Janet Skidmore, Secretary	Biological and Environmental Sciences David Eisenhour
	Veterinary Technology Scott Rundell	Sociology, Social Work, and Criminology Suzanne Tallichet
	Psychology Bruce Mattingly	

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**ABSENT** Robert Marsh, Community Representative  
Steve Leitz, Office of Physical Plant

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### SUMMARY

Chair Morella called the meeting to order.

1. **Selection of Vice Chair and Secretary.** Bruce Mattingly nominated Janet Skidmore as Secretary. Scott Rundell seconded the motion. Motion carried by a majority voting in favor. Bruce Mattingly nominated Scott Rundell as Vice Chair. Suzanne Tallichet seconded the motion. Motion carried by a majority voting in favor.
2. **Minutes of April 20, 2001, and April 30, 2001.** Scott Rundell motioned to approve the minutes as distributed. Bruce Mattingly seconded the motion. Motion carried by a majority voting in favor.
3. Bruce Mattingly motioned to go into closed session to discuss research protocols which are to be maintained in confidence by this committee, according to federal law. Scott Rundell seconded the motion. Motion carried by a majority voting in favor.
4. Suzanne Tallichet motioned to return to regular session. Bruce Mattingly seconded the motion. Motion carried by a majority voting in favor.
5. **Protocol Review.**
  - a. **#01-09-02.** Scott Rundell motioned to approve Protocol #01-09-02 based upon discussion in closed session. Suzanne Tallichet seconded the motion. Motion carried by a majority voting in favor.
  - b. **#00-10-01-R2.** Bruce Mattingly motioned to approve Protocol #00-10-01-R2 based upon discussion in closed session. Suzanne Tallichet seconded the motion. Motion carried by a majority voting in favor.
  - c. **#01-09-04.** David Eisenhour motioned to approve Protocol #01-09-04 based upon discussion in closed session. Suzanne Tallichet seconded the motion. One member abstained. Motion carried by a majority voting in favor.

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SUMMARY (continued)

- d. **#01-09-05.** Scott Rundell motioned to approve Protocol #01-09-05 based upon discussion in closed session. Bruce Mattingly seconded the motion. Motion carried by a majority voting in favor.
- e. **#01-09-06.** Scott Rundell motioned to approve Protocol #01-09-06 based upon discussion in closed session. David Eisenhower seconded the motion. Motion carried by a majority voting in favor.
- f. **#00-10-02-R1.** Suzanne Tallichet motioned to approve Protocol #00-10-02-R1 based upon discussion in closed session. Scott Rundell seconded the motion. Motion carried by a majority voting in favor.
- 6. **Discussion.** Suzanne Tallichet found an article on Animal Welfare that would be of interest to the committee. Chair Morella shared a copy with the committee.
- 7. **Discussion.** Chair Morella stated that she received a call from Dr. Magrane who asked if all animals were regulated. Scott Rundell informed the committee that all vertebrate animals, cold and warm blooded, are covered by PHS Policy and come under the purview of the IACUC.
- 8. **Meeting Schedule.**
  - October 19, 2001, at 1:00 p.m.: Facility Inspection
  - November 2, 2001, at 2:00 p.m.: meeting to review Programmatic Report and Facility Inspection Report
  - November 8, 2001: Spring Protocol Due Date
  - November 16, 2001, at 2:00 p.m.: meeting to review Spring Protocols
- 9. **Discussion.** Revise protocol announcements to include a statement that researchers should contact the Attending Veterinarian prior to submitting the protocol.

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<b>ADJOURNMENT</b>	Scott Rundell motioned to adjourn. Bruce Mattingly seconded the motion. Motion carried.
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<b>NEXT MEETING</b>	Facility Inspection, October 19, 2001, 1:00 p.m., 601 Ginger Hall November 2, 2001, 2:00 p.m. in the 901 Ginger Hall conference room.
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**INSTITUTIONAL REVIEW BOARD  
FOR THE PROTECTION OF HUMAN SUBJECTS IN RESEARCH**

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**WHEN**            Tuesday September 25, 2001, at 9:00 a.m. in the 901 Ginger Hall conference room.

---

<b>PRESENT</b>	Research, Grants and Contracts	English, Foreign Languages,
	Kathleen Dowling	and Philosophy
	Janet Skidmore, Secretary	Sarah Morrison
	Physical Sciences	Sociology, Social Work, and Criminology
	Marshall Chapman	Edward Breschel
	Psychology	
	Lynn Haller	

---

**ABSENT**        Carole Morella, Chair

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Vice Chair Edward Breschel called the meeting to order.

1. Marshal Chapman motioned to go into closed session to discuss research protocols which are to be maintained in confidence by this committee, according to federal law. Sarah Morrison seconded the motion. Motion carried by a majority voting in favor.
2. Vice Chair Breschel entertained a motion to return to regular session. Marshall Chapman motioned to return to regular session. Sarah Morrison seconded the motion. Motion carried by a majority voting in favor.
3. Protocol Review.
  - a.) **#01-09-05:** Marshall Chapman motioned to continue review of Protocol #01-09-05 based upon discussion in closed session. Lynn Haller seconded the motion. Motion carried by a majority voting in favor.
  - b.) **#01-09-06:** Marshall Chapman motioned to continue review of Protocol #01-09-06 based upon discussion in closed session. Lynn Haller seconded the motion. Motion carried by a majority voting in favor.
  - c.) **#01-09-07:** Marshall Chapman motioned to continue review of Protocol #01-09-07 based upon discussion in closed session. Lynn Haller seconded the motion. Motion carried by a majority voting in favor.
  - d.) **#01-09-08:** Marshall Chapman motioned to continue review of Protocol #01-09-08 based upon discussion in closed session. Lynn Haller seconded the motion. Motion carried by a majority voting in favor.

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**SUMMARY (continued)**

- e.) **#01-09-09:** Marshall Chapman motioned to continue review of Protocol #01-09-09 based upon discussion in closed session. Lynn Haller seconded the motion. Motion carried by a majority voting in favor.
- f.) **#01-09-10:** Marshall Chapman motioned to continue review of Protocol #01-09-10 based upon discussion in closed session. Lynn Haller seconded the motion. Motion carried by a majority voting in favor.
- g.) **#01-09-11:** Marshall Chapman motioned to continue review of Protocol #01-09-11 based upon discussion in closed session. Lynn Haller seconded the motion. Motion carried by a majority voting in favor.

**4. Meeting Schedule.**

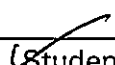
Tuesday, October 2, 2001, at 9:00 a.m. in the 901 Ginger Hall conference room.

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**JOURNMENT** Marshal Chapman motioned to adjourn. Sarah Morrison seconded the motion. Motion carried.

**NEXT MEETING** Tuesday, October 2, 2001, at 9:00 a.m. in 901 Ginger Hall.

---

pc: Michael R. Moore    Staff Congress    Faculty Senate     Student Government Association    Library

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**INSTITUTIONAL REVIEW BOARD  
FOR THE PROTECTION OF HUMAN SUBJECTS IN RESEARCH**

---

**WHEN**            Tuesday, October 2, 2001, at 9:00 a.m. in the 901 Ginger Hall conference room.

---

<b>PRESENT</b>	Research, Grants and Contracts	English, Foreign Languages,
	Carole Morella, Chair	and Philosophy
	Kathleen Dowling	Sarah Morrison
	Darryl Grimes	
	Janet Skidmore, Secretary	Psychology
		Lynn Haller
	Physical Sciences	Sociology, Social Work, and Criminology
	Marshall Chapman	Edward Breschel

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**ABSENT**        None

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Chair Morella called the meeting to order.

Chair Morella thanked Edward Breschel for conducting the last meeting in her absence.

1. **Minutes of September 20, 2001, September 21, 2001, and September 25, 2001.** Marshall Chapman motioned to accept the minutes as distributed. Edward Breschel seconded the motion. Motion carried by a majority voting in favor.
2. Marshal Chapman motioned to go into closed session to discuss research protocols which are to be maintained in confidence by this committee, according to federal law. Edward Breschel seconded the motion. Motion carried by a majority voting in favor.
3. Chair Morella entertained a motion to return to regular session. Marshal Chapman motioned to return to regular session. Sarah Morrison seconded the motion. Motion carried by a majority voting in favor.
4. **Protocol Response:**
  - a.) **#01-09-01:** Sarah Morrison motioned to continue review of Protocol #01-09-01 based upon discussion in closed session. Marshall Chapman seconded the motion. Expedited review to be conducted by chair and vice chair. Motion carried by a majority voting in favor.
  - b.) **#01-09-02:** Sarah Morrison motioned to continue review of Protocol #01-09-02 based upon discussion in closed session. Marshall Chapman seconded the motion. Expedited review to be conducted by chair and vice chair. Motion carried by a majority voting in favor.

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**SUMMARY (continued)**

- c.) **#01-09-03:** Sarah Morrison motioned to approve Protocol #01-09-03 as revised and based upon discussion in closed session. Marshall Chapman seconded the motion. Motion carried by a majority voting in favor.
- d.) **#01-09-04:** Marshall Chapman motioned to approve Protocol #01-09-04 as revised and based upon discussion in closed session. Lynn Haller seconded the motion. Motion carried by a majority voting in favor.
- e.) **#01-09-05:** Marshall Chapman motioned to approve Protocol #01-09-05 as revised and based upon discussion in closed session. Lynn Haller seconded the motion. Motion carried by a majority voting in favor.
- f.) **#01-09-06:** Marshall Chapman motioned to approve Protocol #01-09-06 as revised and based upon discussion in closed session. Lynn Haller seconded the motion. Motion carried by a majority voting in favor.
- g.) **#01-09-07:** Marshall Chapman motioned to approve Protocol #01-09-07 as revised and based upon discussion in closed session. Lynn Haller seconded the motion. Motion carried by a majority voting in favor.
- h.) **#01-09-08:** Marshall Chapman motioned to approve Protocol #01-09-08 as revised and based upon discussion in closed session. Lynn Haller seconded the motion. Motion carried by a majority voting in favor.
- i.) **#01-09-09:** Marshall Chapman motioned to continue review of Protocol #01-09-09 based upon discussion in closed session. Sarah Morrison seconded the motion. Expedited review to be conducted by chair and vice chair. Motion carried by a majority voting in favor.
- j.) **#01-09-10:** Marshall Chapman motioned to approve Protocol #01-09-10 as revised and based upon discussion in closed session. Lynn Haller seconded the motion. Motion carried by a majority voting in favor.
- k.) **#01-09-11:** Marshall Chapman motioned to continue review of Protocol #01-09-11 based upon discussion in closed session. Sarah Morrison seconded the motion. Expedited review to be conducted by chair and vice chair. Motion carried by a majority voting in favor.

**5. Meeting Schedule.**

Tuesday, October 9, 2001, at 9:00 a.m. in the 901 Ginger Hall conference room.

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**ADJOURNMENT** Sarah Morrison motioned to adjourn. Marshall Chapman seconded the motion. Motion carried.

**NEXT MEETING** Tuesday, October 9, 2001, at 9:00 a.m. in 901 Ginger Hall.

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pc: Michael R. Moore   Staff Congress   Faculty Senate   Student Government Association   Library



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**INSTITUTIONAL REVIEW BOARD  
FOR THE PROTECTION OF HUMAN SUBJECTS IN RESEARCH**

---

**WHEN**            Tuesday, October 9, 2001, at 9:00 a.m. in the 901 Ginger Hall conference room.

---

<b>PRESENT</b>	Research, Grants and Contracts	English, Foreign Languages,
	Carole Morella, Chair	and Philosophy
	Kathleen Dowling	Sarah Morrison
	Darryl Grimes	
	Janet Skidmore, Secretary	Physical Sciences
		Marshall Chapman
	Sociology, Social Work, and Criminology	
	Edward Breschel	

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**ABSENT**        Lynn Haller, Department of Psychology

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Chair Morella called the meeting to order.

1. **Minutes of October 2, 2001.** Edward Breschel motioned to accept the minutes as distributed. Marshall Chapman seconded the motion. Motion carried by a majority voting in favor.
2. Marshall Chapman motioned to go into closed session to discuss research protocols which are to be maintained in confidence by this committee, according to federal law. Edward Breschel seconded the motion. Motion carried by a majority voting in favor.
3. Chair Morella entertained a motion to return to regular session. Marshall Chapman motioned to return to regular session. Edward Breschel seconded the motion. Motion carried by a majority voting in favor.
4. **Protocol Response:**
  - a.) **#01-09-01:** Chair Morella reported to the committee that Protocol #01-09-01 was approved by expedited review based upon committee recommendation.
  - b.) **#01-09-02:** Chair Morella reported to the committee that Protocol #01-09-02 was approved by expedited review based upon committee recommendation.
  - c.) **#01-09-09:** Chair Morella reported to the committee that the researcher has not provided response to the committee request for additional information.
  - d.) **#01-09-11:** Chair Morella reported to the committee that Protocol #01-09-11 was approved by expedited review based upon committee recommendation.

**SUMMARY (continued)**

**5. Membership Discussion:**

Chair Morella reported that according to the Federal regulations governing the membership of the IRB, there appears to be a conflict of interest in the Director of Research, Grants and Contracts, who signs off on all external proposals and contracts, serving as chair of the IRB. The Office for Human Research Protections recommends a faculty member serve as chair of the IRB. It is important for the Office of Research, Grants and Contracts to continue providing the same level of administrative support to the IRB. The current IRB Standing Committee description provides for a representative from the Office of Research, Grants and Contracts to serve on the IRB. In addition, secretarial support is to be provided by the office. Currently, the President appoints all members including the chair. The chair suggested the IRB forward a recommendation to the Institutional Official concerning IRB membership.

A member asked if the chair could be appointed on a rotation basis. Chair Morella stated the appointment could be for a year or on a semester basis if recommended by the IRB.

During the discussion, a committee member recommended that no more than one member rotate off the committee per year.

The Office of Research, Grants and Contracts will revise the IRB Standing Committee description, and provide a justification for the change. The justification will be in compliance with Federal regulations. A draft recommendation of the committee membership and an outline of the chair's responsibilities will be presented to the IRB for review. Any revisions in the committee description will be forwarded to the Institutional Official.

**6. Membership Discussion Continued:**

The committee expressed a concern about a non-tenured faculty member serving as chair especially related to the tenure process.

**7. Discussion:**

The committee requested the Office of Research, Grants and Contracts to compare the IRB workshop attendance with IRB protocol submissions. The committee wants to determine if the workshops were helpful in faculty submitting successful protocols verses protocols requiring continued review.

**8. Protocols Due.**

Monday, November 5, 2001

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**SUMMARY (continued)**

**9. Meeting Schedule.**

Tuesday, November 13, 2001, at 9:00 a.m. in the 901 Ginger Hall conference room.

Tuesday, November 27, 2001, at 9:00 a.m. in the 901 Ginger Hall conference room.

Tuesday, December 4, 2001, at 9:00 a.m. in the 901 Ginger Hall conference room.

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**ADJOURNMENT** Marshall Chapman motioned to adjourn. Edward Breschel seconded the motion. Motion carried.

**NEXT MEETING** Tuesday, November 13, 2001, at 9:00 a.m. in 901 Ginger Hall.

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cc: Michael R. Moore   Staff Congress   Faculty Senate   Student Government Association   Library

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**INSTITUTIONAL REVIEW BOARD  
FOR THE PROTECTION OF HUMAN SUBJECTS IN RESEARCH**

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**WHEN**            Tuesday, October 16, 2001, at 9:00 a.m. in the 901 Ginger Hall conference room.

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<b>PRESENT</b>	Research, Grants and Contracts Kathleen Dowling Darryl Grimes Janet Skidmore, Secretary	English, Foreign Languages, and Philosophy Sarah Morrison
	Physical Sciences Marshall Chapman	Sociology, Social Work, and Criminology Edward Breschel
	Psychology Lynn Haller	

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**ABSENT**        Carole Morella, Chair

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Vice Chair Edward Breschel called the meeting to order.

1. Marshall Chapman motioned to go into closed session to discuss research protocols which are to be maintained in confidence by this committee, according to federal law. Sarah Morrison seconded the motion. Motion carried by a majority voting in favor.
  2. Vice Chair Breschel entertained a motion to return to regular session. Marshall Chapman motioned to return to regular session. Lynn Haller seconded the motion. Motion carried by a majority voting in favor.
  3. **Protocol Review.**
    - a.) **#01-10-12:** Sarah Morrison motioned to continue review of Protocol #01-10-12 based upon discussion in closed session. Marshall Chapman seconded the motion. Motion carried by a majority voting in favor.
    - b.) **#01-10-13:** Sarah Morrison motioned to continue review of Protocol #01-10-13 based upon discussion in closed session. Marshall Chapman seconded the motion. Motion carried by a majority voting in favor.
- 

**ADJOURNMENT** Sarah Morrison motioned to adjourn. Marshall Chapman seconded the motion. Motion carried.

**EXT MEETING** Tuesday, October 23, 2001, at 9:00 a.m. in 901 Ginger Hall.

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pc: Michael R. Moore    Staff Congress    Faculty Senate    Student Government Association    Library

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**INSTITUTIONAL REVIEW BOARD  
FOR THE PROTECTION OF HUMAN SUBJECTS IN RESEARCH**

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**WHEN**            Tuesday, October 23, 2001, at 9:00 a.m. in the Director's Office.

---

<b>PRESENT</b>	Research, Grants and Contracts	English, Foreign Languages,
	Kathleen Dowling	and Philosophy
	Darryl Grimes	Sarah Morrison
	Janet Skidmore, Secretary	
	Physical Sciences	Sociology, Social Work, and Criminology
	Marshall Chapman	Edward Breschel

---

**ABSENT**        Carole Morella, Office of Research, Grants and Contracts  
Lynn Haller, Department of Psychology

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Vice Chair Edward Breschel called the meeting to order.

1. Marshall Chapman motioned to go into closed session to discuss research protocols which are to be maintained in confidence by this committee, according to federal law. Sarah Morrison seconded the motion. Motion carried by a majority voting in favor.
2. Vice Chair Breschel entertained a motion to return to regular session. Marshall Chapman motioned to return to regular session. Sarah Morrison seconded the motion. Motion carried by a majority voting in favor.
3. **Protocol Response.**
  - a.) **#01-10-12:** Marshall Chapman motioned to approve Protocol #01-10-12 based upon discussion in closed session. Sarah Morrison seconded the motion. Motion carried by a majority voting in favor.
  - b.) **#01-10-13:** Marshall Chapman motioned to approve Protocol #01-10-13 based upon discussion in closed session. Sarah Morrison seconded the motion. Motion carried by a majority voting in favor.
4. **Protocol Review.**
  - a.) **#01-10-14:** Sarah Morrison motioned to continue review of Protocol #01-10-14 based upon discussion in closed session. Marshall Chapman seconded the motion. Motion carried by a majority voting in favor.

**INSTITUTIONAL REVIEW BOARD FOR THE PROTECTION  
OF HUMAN SUBJECTS IN RESEARCH (10/23/01)**

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**Page 2**

**SUMMARY (continued)**

- b.) **#01-10-15:** Sarah Morrison motioned to continue review of Protocol #01-10-15 based upon discussion in closed session. Marshall Chapman seconded the motion. Motion carried by a majority voting in favor.

**5. Meeting Schedule.**

Tuesday, October 30, 2001, at 9:00 a.m. in the 901 Ginger Hall conference room.

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**ADJOURNMENT** Marshall Chapman motioned to adjourn. Sarah Morrison seconded the motion. Motion carried.

**NEXT MEETING** Tuesday, October 30, 2001, at 9:00 a.m. in 901 Ginger Hall.

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pc: Michael R. Moore    Staff Congress    Faculty Senate    ~~Student Government Association~~    Library

## INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE

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**WHEN** The Institutional Animal Care and Use Committee met on October 23, 2001, 2:00 p.m.  
**WHERE** 901 Ginger Hall conference room

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<b>PRESENT</b>	Research, Grants and Contracts Carole Morella, Chair Kathleen Dowling Janet Skidmore, Secretary	Biological and Environmental Sciences David Eisenhour
	Psychology Bruce Mattingly	Sociology, Social Work, and Criminology Suzanne Tallichet
	Office of Physical Plant Steve Leitz	

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**ABSENT** Robert Marsh, Community Representative  
Scott Rundell, Veterinary Technology

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### SUMMARY

Chair Morella called the meeting to order. Robert Marsh provided a written response for each protocol.

1. Steve Leitz motioned to go into closed session to discuss research protocols which are to be maintained in confidence by this committee, according to federal law. Bruce Mattingly seconded the motion. Motion carried by a majority voting in favor.
2. Steve Leitz motioned to return to regular session. Bruce Mattingly seconded the motion. Motion carried by a majority voting in favor.
3. **Protocol Review.**
  - a. **#01-10-07.** Steve Leitz motioned to approve Protocol #01-10-07 based upon discussion in closed session. Bruce Mattingly seconded the motion. Motion carried by a majority voting in favor.
  - b. **#01-10-08.** Steve Leitz motioned to approve Protocol #01-10-08 based upon discussion in closed session. David Eisenhour seconded the motion. Motion carried by a majority voting in favor.
  - c. **#01-10-09.** Steve Leitz motioned to approve Protocol #01-10-09 based upon discussion in closed session. Suzanne Tallichet seconded the motion. Motion carried by a majority voting in favor.
4. **Discussion.** David Eisenhour presented the Office of Research, Grants and Contracts with publications from the American Association for Laboratory Animal Science and a brochure for a symposium to be held on "Managing Risk in Animal Care and Use" for committee information.

**SUMMARY (continued)**

**5.     Meeting Schedule.**

November 2, 2001, at 2:00 p.m.: meeting to review Programmatic Report and Facility Inspection Report

November 8, 2001: Spring Protocol Due Date

November 16, 2001, at 2:00 p.m.: meeting to review Spring Protocols

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**ADJOURNMENT**

Suzanne Tallichet motioned to adjourn. David Eisenhower seconded the motion. Motion carried.

**NEXT MEETING**

November 2, 2001, 2:00 p.m. in the 901 Ginger Hall conference room.



**RESEARCH AND CREATIVE PRODUCTIONS COMMITTEE**  
**Minutes**

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**WHEN**  
**WHERE**

The Research and Creative Productions Committee met Monday, October 29, 2001  
901 Ginger Hall Conference Room.

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**PRESENT**

College of Education  
Lesia Lennex

Library  
Gary Austin

College of Science  
and Technology  
Mark Blankenbuehler  
Ahmad Zargari

Caudill College of Humanities  
William Green  
Rebecca Katz  
John Maingi

College of Business

Office of Research, Grants  
and Contracts  
Carole Morella  
Janet Skidmore, Secretary  
Darlene Allen

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**ABSENT**

Larry Cowart, College of Business  
Mesghena Yasin, College of Business

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**SUMMARY**

1. The chair called the meeting to order at 8:00 a.m.
2. **REVIEW OF MINUTES OF OCTOBER 26, 2001.** Gary Austin made the motion to approve the minutes as submitted. Ahmad Zargari seconded the motion. Motion carried.
3. **DISCUSSION OF PROPOSALS.** The committee continued discussion of the proposals by determining if the proposals were in compliance with the committee guidelines. During the discussion, the following topics were discussed for consideration by the committee in future guidelines: requiring the faculty to attach a copy of the survey instrument and revising the requirements for the literature review to reflect more current searches.

Discussion of the proposals will continue at the next meeting scheduled for Wednesday, October 31, at 8:00 a.m. The committee will begin by voting on the proposals and then proceed to discussion of the budgets.

**JOURNMENT**

Lesia Lennex made the motion to adjourn. Mark Blankenbuehler seconded the motion. Meeting adjourned.

**NEXT MEETING**

Wednesday, October 31, 2001

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**INSTITUTIONAL REVIEW BOARD  
FOR THE PROTECTION OF HUMAN SUBJECTS IN RESEARCH**

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**WHEN**            Tuesday, October 30, 2001, at 9:00 a.m. in the 901 Ginger Hall conference room.

---

<b>PRESENT</b>	Research, Grants and Contracts	English, Foreign Languages,
	Carole Morella, Chair	and Philosophy
	Kathleen Dowling	Sarah Morrison
	Darryl Grimes	
	Janet Skidmore, Secretary	
	Physical Sciences	Sociology, Social Work, and Criminology
	Marshall Chapman	Edward Breschel

---

**ABSENT**        Lynn Haller, Department of Psychology

---

Chair Morella called the meeting to order.

1. Marshall Chapman motioned to go into closed session to discuss research protocols which are to be maintained in confidence by this committee, according to federal law. Edward Breschel seconded the motion. Motion carried by a majority voting in favor.
2. Chair Morella entertained a motion to return to regular session. Marshall Chapman motioned to return to regular session. Edward Breschel seconded the motion. Motion carried by a majority voting in favor.
3. **Protocol Response.**
  - a.) **#01-10-14:** Sarah Morrison motioned to approve Protocol #01-10-14 as amended and based upon discussion in closed session. Marshall Chapman seconded the motion. Motion carried by a majority voting in favor.
  - b.) **#01-10-15:** Marshall Chapman motioned to continue review of Protocol #01-10-15 based upon discussion in closed session. Edward Breschel seconded the motion. Motion carried by a majority voting in favor.

4. **Discussion.**

Chair Morella stated that next week's meeting will be a business session to discuss membership and committee description. Chair Morella stated that one of the responsibilities of the Office of Research, Grants and Contracts was to share information and, at the business session, a revised protocol application will be presented that is based on information received from the IRB at California University at San Bernardino.

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**SUMMARY (continued)**

**5. Discussion.**

Kathleen Dowling shared a copy of the University of Kentucky IRB approval notification which the committee required from the researcher of Protocol #01-09-03. It will be placed in our file.

**6. Meeting Schedule.**

Tuesday, November 6, 2001, at 9:00 a.m. in the 901 Ginger Hall conference room.

Tuesday, November 13, 2001, at 9:00 a.m. in the 901 Ginger Hall conference room.

Tuesday, November 27, 2001, at 9:00 a.m. in the 901 Ginger Hall conference room.

Tuesday, December 4, 2001, at 9:00 a.m. in the 901 Ginger Hall conference room.

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**ADJOURNMENT** Marshall Chapman motioned to adjourn. Edward Breschel seconded the motion. Motion carried.

**NEXT MEETING** Tuesday, November 6, 2001, at 9:00 a.m. in 901 Ginger Hall.

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pc: Michael R. Moore    Staff Congress    Faculty Senate    ~~1~~ Student Government Association    Library

**RESEARCH AND CREATIVE PRODUCTIONS COMMITTEE**  
**Minutes**

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**WHEN** The Research and Creative Productions Committee met Wednesday, October 31, 2001  
**WHERE** 901 Ginger Hall Conference Room.

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**PRESENT**

College of Education No Members Present	Library Gary Austin	College of Science and Technology No Members Present
Caudill College of Humanities William Green Rebecca Katz John Maingi	College of Business Mesghena Yasin	Office of Research, Grants and Contracts Carole Morella Janet Skidmore, Secretary Darlene Allen

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**ABSENT** Lary Cowart, College of Business  
Mark Blankenbuehler, College of Science and Technology  
Lesia Lennex, College of Education  
Ahmad Zargari, College of Science and Technology

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**SUMMARY**

1. The chair called the meeting to order at 8:00 a.m.
2. **DISCUSSION OF PROPOSALS.** The committee continued discussion of the proposals. Due to the number of proposals received, it was a consensus of the committee to eliminate conference travel from all budgets. The guidelines state conference travel is an eligible line item only if there are excess funds.
3. The committee received two requests for grant extensions from Richard Miles and Steven Eliason. The committee reviewed and discussed the extension requests. Richard Miles requested to extend his grant thru June 30, 2002. William Green made the motion to approve the extension. John Maingi seconded the motion. Motion carried. Steven Eliason requested an extension of his current grant thru June 30, 2002. William Green made the motion to approve the extension. Gary Austin seconded the motion. Motion carried.

Discussion of the proposals will continue at the next meeting scheduled for Monday, November 5, at 8:00 a.m.

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**ADJOURNMENT** The chair recognized a motion to adjourn. Meeting adjourned.

**NEXT MEETING** Monday, November 5, 2001

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pc: Michael Moore      Staff Congress      ✓ SGA      Faculty Senate      Archives - CCL      File

## INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE

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**WHEN** The Institutional Animal Care and Use Committee met on November 2, 2001, 2:00 p.m.  
**WHERE** 901 Ginger Hall conference room

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<b>PRESENT</b>	Research, Grants and Contracts Carole Morella, Chair Kathleen Dowling Janet Skidmore, Secretary	Physical Plant Steve Leitz
	Psychology Bruce Mattingly	Biological and Environmental Sciences David Eisenhour
	Sociology, Social Work, and Criminology Suzanne Tallichet	

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**ABSENT** Scott Rundell, Veterinary Technology  
Robert Marsh, Community Representative

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### SUMMARY

Chair Morella called the meeting to order. Scott Rundell provided proxy votes for all items.

1. **Institutional Policies and Responsibilities Checklist:** The committee reviewed the report. Steve Leitz motioned to accept report as presented. Suzanne Tallichet seconded the motion. Motion carried by a majority voting in favor.
2. **Animal Care and Use Standard Operating Procedures (SOP) Compliance Checklist: Biological and Environmental Sciences, Psychology, Veterinary Technology.** The committee reviewed the reports.
  - a. **Biological and Environmental Sciences:** add check mark under A column, page 1, section B.4., "Facility has developed procedures for sanitation of animal cages and enclosures to assure proper hygiene and disease control."
  - b. **Psychology:** add check mark under A column, page 3, section C.3.b., "Measures are taken to control the spread of disease within the animal population." Delete check mark under A column, page 6, section 8.a., "Assessment and categorization of pain:"
  - c. **Veterinary Technology:** add check mark under A column, page 1, section B.4.a., "Animal room sanitation."

Steve Leitz motioned to accept the three checklists as amended. David Eisenhour seconded the motion. Motion carried by a majority voting in favor.

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**SUMMARY (continued)**

3. **Summary Sheet: Biological and Environmental Sciences, Psychology, Veterinary Technology:** The committee reviewed the summary sheets.
  - a. The committee requested that the following statements be added to all summary sheets:
    - A. All protocol records were examined, are adequate and located at the site of the animals.
    - B. All animals must be identified by placing the protocol number on the racks, cages, fish tanks and other places of residence.
    - C. All Animal Use Reports must be complete and available for committee review at the inspection site.
  - b. **Biological and Environmental Sciences:** David Eisenhower provided the information requested by the committee for Protocol #00-03-06 and Protocol #01-08-01. The committee reviewed the information and requested that a statement of explanation be added to the summary sheet.
  - c. **Psychology:** no additional changes.
  - d. **Veterinary Technology:** The committee reviewed the information regarding Protocol #98-04-13 and recommended that a statement of explanation be added to the summary sheet.
- Bruce Mattingly motioned to accept the three summary sheets as amended. Suzanne Tallichet seconded the motion. Motion carried by a majority voting in favor.
4. **Semiannual Evaluation and Inspection of Facilities Report:** The committee reviewed and signed the report. No minority views were noted.
5. **Discussion:** Chair Morella informed the committee that two items of concern were brought to her attention - unexpected animal deaths and an IACUC member participating in review and approval of his/her protocol. Chair Morella stated that according to the Guide for the Care and Use of Laboratory Animals "Unexpected deaths and signs of illness, distress, or other deviations from normal in animals should be reported promptly (to the attending veterinarian) to ensure appropriate and timely delivery of veterinary medical care." PHS Policy on Humane Care and Use of Laboratory Animals states "No member may participate in the IACUC review or approval of a research project in which the member has a conflicting interest (e.g., is personally involved in the project) except to provide information requested by the IACUC; nor may a member who has a conflicting interest contribute to the constitution of a quorum."

**SUMMARY (continued)**

**6. Meeting Schedule: November 16, 2001.**

Items to be discussed:

- a. Protocol review
- b. review information gathered from regional universities regarding the attending veterinarian
- c. committee chair
- d. committee membership - rotation

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**ADJOURNMENT** Suzanne Tallichet motioned to adjourn. Bruce Mattingly seconded the motion. Motion carried.

**NEXT MEETING** November 16, 2001, 2:00 p.m. in the 901 Ginger Hall conference room.

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**RESEARCH AND CREATIVE PRODUCTIONS COMMITTEE**  
**Minutes**

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**WHEN** The Research and Creative Productions Committee met Monday, November 5, 2001  
**WHERE** 901 Ginger Hall Conference Room.

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**PRESENT**

College of Education No Members Present	Library Gary Austin	College of Science and Technology No Members Present
Caudill College of Humanities William Green Rebecca Katz John Maingi	College of Business No Members Present	Office of Research, Grants and Contracts Carole Morella Janet Skidmore, Secretary Darlene Allen

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**ABSENT**

Lary Cowart, College of Business  
Mark Blankenbuehler, College of Science and Technology  
Lesia Lennex, College of Education  
Ahmad Zargari, College of Science and Technology  
Mesghena Yasin, College of Business

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**SUMMARY**

1. The chair called the meeting to order at 8:00 a.m.
2. **DISCUSSION OF PROPOSALS.** The committee continued discussion of the proposals. The committee discussed the various ways of tabulating the proposal scores such as: dropping the high/low scores and using the outlier method. It was a consensus of the committee to tabulate the proposal scores by using the outlier method.  
  
The chair presented to the committee drafts of award packets and denial letters for their consideration and review. The committee made some recommendations which will be included in the final letters.
3. **Meeting Schedule.** The next meeting will be December 3, 2001, at 8:00 a.m. There will be several business items to discuss at this meeting.

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**ADJOURNMENT** John Maingi made the motion to adjourn. Rebecca Katz seconded the motion. Meeting adjourned.

**NEXT MEETING** December 3, 2001

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by: Michael Moore      Staff Congress      ✓ SGA      Faculty Senate      Archives - CCL      File



**WHEN** Tuesday, November 6, 2001, at 9:00 a.m. in the 901 Ginger Hall conference room.

<b>PRESENT</b>	Research, Grants and Contracts	English, Foreign Languages, and Philosophy
	Carole Morella, Chair	Sarah Morrison
	Kathleen Dowling	
	Darryl Grimes	
	Janet Skidmore, Secretary	Physical Sciences Marshall Chapman
	Sociology, Social Work, and Criminology	
	Edward Breschel	

**ABSENT** Lynn Haller, Department of Psychology

1. **Community Representative:** Chair Morella stated that each candidate for community representative declined to become a member of the committee. Chair Morella requested additional suggestions for a community representative.
2. **Discussion: Draft Committee Description and Draft Memo:** Chair Morella shared the drafts with the committee and requested suggestions for additional changes. The committee recommended the following:
  - a. Purpose: add "and their rights" after "of safeguarding human subjects."
  - b. Membership: change "Membership shall consist of at least five members" to "The committee shall consist of at least five voting members." Change "and one representative from the Office of Research, Grants and Contracts" to "and one non-voting representative from the Office of Research, Grants and Contracts." Change "one member whose primary concerns are in nonscientific areas" to "one member whose primary concerns are in nonscientific areas,..." The committee requested that Lynn Haller provide an update to "Term of service shall be three years with staggered terms so that a majority of the members are retained each year."
  - c. Frequency of Meetings: change to "Monthly meetings as required with the exception of summer, winter break, spring break, or finals week."
  - d. Reporting Channels: change "Advisory committee recommendatory" to "Advisory committee."
  - e. Open Minutes Copied to: add at end of paragraph "Closed minutes are retained in the Office of Research, Grants and Contracts and are confidential."

**SUMMARY (continued)**

On the memo, Chair Morella suggested that we add a statement indicating that the recommendation is in accordance with Federal regulations and the membership of the regional universities and our benchmark institution. Marshall Chapman motioned to accept the Draft Committee Description and Draft Memo as amended. Edward Breschel seconded the motion. Motion carried with a majority voting in favor.

Chair Morella suggested that future training workshops be conducted by department, coordinated through the department chair, and presented by two members of the committee.

3. **Discussion: Chair's Responsibilities:** Chair Morella shared the chair's responsibilities with the committee. Chair Morella stated that "as needed" should be added to "Meets with faculty to discuss research or to discuss IRB concerns" and add Item #6 - participates in committee workshops.
4. **Discussion: Revised Protocol Application:** Chair Morella shared a protocol application packet from California State University San Bernardino with the committee. Chair Morella stated that after reviewing the California State University San Bernardino Web Site it was apparent that MSU's IRB was on track with other institutions regarding requests for information from researchers.

Chair Morella suggested that the committee discuss the possibility of exempt and expedited review of protocols. The committee discussed several different ways of accomplishing this:

- a. what would be the criteria for determining if a protocol could be exempt or expedited
- b. possibility of having meetings for expedited reviews only
- c. possibility of doing the initial review by email and only meeting for continued review

Chair Morella shared a copy of the revised protocol application packet with the committee. The committee will review and discuss at a later meeting.

5. **Spring 2002 Protocol Due Dates:** The committee agreed to only accept protocols once a month. The Spring 2002 dates will be forwarded to faculty and staff by email.

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**SUMMARY (continued)**

**6. Meeting Schedule.**

- a. Tuesday, November 13, 2001, at 9:00 a.m. in the 901 Ginger Hall conference room.
- b. Tuesday, November 27, 2001, at 9:00 a.m. in the 901 Ginger Hall conference room.
- c. Tuesday, December 4, 2001, at 9:00 a.m. in the 901 Ginger Hall conference room.

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**ADJOURNMENT** Marshall Chapman motioned to adjourn. Edward Breschel seconded the motion. Motion carried.

**NEXT MEETING** Tuesday, November 13, 2001, at 9:00 a.m. in 901 Ginger Hall.

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**INSTITUTIONAL REVIEW BOARD  
FOR THE PROTECTION OF HUMAN SUBJECTS IN RESEARCH**

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**WHEN**            Tuesday, November 13, 2001, at 9:00 a.m. in the 901 Ginger Hall conference room.

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<b>PRESENT</b>	Research, Grants and Contracts	English, Foreign Languages,
	Carole Morella, Chair	and Philosophy
	Kathleen Dowling	Sarah Morrison
	Darryl Grimes	
	Janet Skidmore, Secretary	Psychology
		Lynn Haller
	Physical Sciences	Sociology, Social Work, and Criminology
	Marshall Chapman	Edward Breschel

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**ABSENT**        None

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Chair Morella called the meeting to order.

1. Minutes of October 9, 2001, October 16, 2001, October 23, 2001, and October 30, 2001. Edward Breschel motioned to accept the minutes as distributed. Marshall Chapman seconded the motion. Motion carried by a majority voting in favor.
2. Marshall Chapman motioned to go into closed session to discuss research protocols which are to be maintained in confidence by this committee, according to federal law. Edward Breschel seconded the motion. Motion carried by a majority voting in favor.
3. Chair Morella entertained a motion to return to regular session. Marshall Chapman motioned to return to regular session. Sarah Morrison seconded the motion. Motion carried by a majority voting in favor.
4. Protocol Review.
  - a.) **#01-10-16:** Sarah Morrison motioned to continue review of Protocol #01-10-16 based upon discussion in closed session. Edward Breschel seconded the motion. Motion carried by a majority voting in favor.
  - b.) **#01-10-17:** Marshall Chapman motioned to continue review of Protocol #01-10-17 based upon discussion in closed session. Edward Breschel seconded the motion. Motion carried by a majority voting in favor.
  - c.) **#01-11-18:** Lynn Haller motioned to approve Protocol #01-11-18 as written and based upon discussion in closed session. Edward Breschel seconded the motion. Motion carried by a majority voting in favor.

**SUMMARY (continued)**

- d.) **#01-11-19:** Edward Breschel motioned to continue review of Protocol #01-11-19 based upon discussion in closed session. Marshall Chapman seconded the motion. Motion carried by a majority voting in favor.

**5. Protocol Response.**

- a.) **#01-10-15:** Sarah Morrison motioned to approve Protocol #01-10-15 as amended and based upon discussion in closed session. Lynn Haller seconded the motion. Motion carried by a majority voting in favor.

**6. Discussion.**

Marshall Chapman informed the committee that he contacted Bill Fedders about serving as the community representative. Chair Morella stated that she would contact him.

**7. Spring Meeting Schedule.**

The committee discussed possible dates for the spring meetings, either Friday 2 from 8:00 - 10:00 or 2:00 - 4:00.

**8. Draft Committee Description, Draft Memo.**

Chair Morella informed the committee that the changes to the committee description are in process. Lynn Haller will provide wording for the membership term. Statement will be added to the draft memo regarding the membership at the regional universities and our benchmark institution. Revisions will be forwarded to the committee members for review.

**9. Comparison Between Attendance at IRB Workshops and Protocol Approval.**

The committee discussed the comparison between attendance at IRB workshops and proposal approval. Chair Morella presented a different approach for offering workshops. The committee with assistance from deans and department chairs will make presentations in departments conducting research. The committee discussed the idea.

**10. Psychology Department Subject Pool Procedures.**

The committee reviewed the Psychology Department Subject Pool Procedures memo provided by Lynn Haller. The psychology department faculty would like to refer to this procedure in their abstract. Chair Morella entertained a motion to approve the statement, "The IRB has reviewed the Psychology Department Subject Pool Procedures and is in agreement that the Department of Psychology faculty can refer to this procedure in their protocols without the description." The description will remain in the IRB office files. Marshall Chapman motioned to accept the statement. Edward Breschel seconded the motion. Motion carried by a majority voting in favor.

**SUMMARY (continued)**

**11. Draft Protocol Review Form.**

Chair Morella reviewed the changes made to the Protocol Review Form. The committee agreed to begin using the new form.

**12. Meeting Schedule.**

Tuesday, November 27, 2001, at 9:00 a.m. in the 901 Ginger Hall conference room.

Tuesday, December 4, 2001, at 9:00 a.m. in the 901 Ginger Hall conference room.

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**DJOURNMENT** Marshall Chapman motioned to adjourn. Edward Breschel seconded the motion. Motion carried.

**NEXT MEETING** Tuesday, November 27, 2001, at 9:00 a.m. in 901 Ginger Hall.

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pc: Michael R. Moore    Staff Congress    Faculty Senate    ~~Student Government Association~~    Library

## INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE

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**WHEN** The Institutional Animal Care and Use Committee met on November 16, 2001, 2:00 p.m.  
**WHERE** 901 Ginger Hall conference room

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<b>PRESENT</b>	Research, Grants and Contracts Kathleen Dowling Janet Skidmore, Secretary	Biological and Environmental Sciences David Eisenhower
	Psychology Bruce Mattingly	Sociology, Social Work, and Criminology Suzanne Tallichet
	Office of Physical Plant Steve Leitz	Veterinary Technology Scott Rundell

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**ABSENT** Robert Marsh, Community Representative  
Carole Morella, Chair

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### SUMMARY

Vice Chair Scott Rundell called the meeting to order.

1. **Minutes of August 24, 2001, and September 21, 2001.** Bruce Mattingly motioned to approve the minutes of August 24, 2001, and September 21, 2001, as distributed. Steve Leitz seconded the motion. Motion carried by a majority voting in favor.
2. **Annual Review: Program of Veterinary Care, Emergency Facility Disaster Plan:** Scott Rundell, attending veterinarian, requested that discussion of the annual reports be postponed until the committee selects a new attending veterinarian. Bruce Mattingly motioned to table discussion of Annual Review of Program of Veterinary Care and the Emergency Facility Disaster Plan to a future meeting. Steve Leitz seconded the motion. Motion carried by a majority voting in favor.
3. Steve Leitz motioned to go into closed session to discuss research protocols which are to be maintained in confidence by this committee, according to federal law. Suzanne Tallichet seconded the motion. Motion carried by a majority voting in favor.
4. Bruce Mattingly motioned to return to regular session. Steve Leitz seconded the motion. Motion carried by a majority voting in favor.
5. **Protocol Review.**
  - a. **#99-10-03-R2.** Bruce Mattingly motioned to approve Protocol #99-10-03-R2 based upon discussion in closed session. Suzanne Tallichet seconded the motion. Motion carried by a majority voting in favor.
  - b. **#00-11-04-R1.** David Eisenhower motioned to approve Protocol #00-11-04-R1 based upon discussion in closed session. Steve Leitz seconded the motion. Motion carried by a majority voting in favor.
  - c. **#00-11-05-R1.** Suzanne Tallichet motioned to approve Protocol #00-11-05-R1 based upon discussion in closed session. Steve Leitz seconded the motion. Motion carried by a majority voting in favor. There was one abstention.

**SUMMARY (continued)**

**6. Business Meeting:**

November 30, 2001, at 2:00 p.m.

- a. Membership - Attending Veterinarian

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**ADJOURNMENT**

Bruce Mattingly motioned to adjourn. Steve Leitz seconded the motion. Motion carried.

**NEXT MEETING**

November 30, 2001, 2:00 p.m. in the 901 Ginger Hall conference room.



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## INSTITUTIONAL REVIEW BOARD FOR THE PROTECTION OF HUMAN SUBJECTS IN RESEARCH

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**WHEN**            Tuesday, November 27, 2001, at 9:00 a.m. in the 901 Ginger Hall conference room.

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<b>PRESENT</b>	Research, Grants and Contracts Carole Morella, Chair Kathleen Dowling Janet Skidmore, Secretary	English, Foreign Languages, and Philosophy Sarah Morrison
		Psychology Lynn Haller
	Physical Sciences Marshall Chapman	Sociology, Social Work, and Criminology Edward Breschel

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**ABSENT**        None

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Chair Morella called the meeting to order.

1. Sarah Morrison motioned to go into closed session to discuss research protocols which are to be maintained in confidence by this committee, according to federal law. Marshall Chapman seconded the motion. Motion carried by a majority voting in favor.
2. Chair Morella entertained a motion to return to regular session. Edward Breschel motioned to return to regular session. Sarah Morrison seconded the motion. Motion carried by a majority voting in favor.
3. **Protocol Response.**
  - a.) **#01-10-16:** Sarah Morrison motioned to approve Protocol #01-10-16 as amended and based upon discussion in closed session. Edward Breschel seconded the motion. Motion carried by a majority voting in favor.
  - b.) **#01-10-17:** Chair Morella reported to the committee that the researcher has not responded to the committee request for additional information.
  - c.) **#01-11-19:** Lynn Haller motioned to continue review of Protocol #01-11-19 based upon discussion in closed session. Edward Breschel seconded the motion. Expedited review to be conducted by chair and vice chair. Motion carried by a majority voting in favor.
4. **Protocol Due Dates for Spring 2002**

Committee reviewed the draft memo of the Protocol Due Dates for Spring 2002 and recommended changes as follows: Remove sentence "Protocols will ONLY be accepted on the following dates" Replace with: Protocol Due Dates. Protocols received after a due date will be reviewed after the

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**SUMMARY (continued)**

following due date. Under February 4, 2002, add "Protocols received after February 4 will be reviewed at the March meeting." Under March 4, 2002, add "Protocols received after March 4 will be reviewed at the April meeting." Under April 1, 2002, add "Protocols received after April 1 will be reviewed in September. Remove "" from final's. The committee will require researchers to provide seven copies of responses for additional information so that copies can be delivered to the committee members for review.

Chair Morella discussed setting protocol due dates for the 2002-2003 academic year on the first Monday of September, October, November, February, March and April. The committee agreed. Faculty and professional staff will be notified of the dates by email.

**5. Spring Meeting Schedule.**

The committee discussed and agreed to meet on Friday 2 from 8:00 - 10:00 for the Spring 2002 meetings.

**6. Draft Committee Description, Draft Memo.**

Chair Morella requested comments/changes on the Draft Committee Description and Draft Memo. The committee agreed with all the information. Chair Morella stated that it will be forwarded to Dr. Moore for review. After Dr. Moore completes his review, it will be forwarded to Faculty Senate.

**7. Psychology Department Subject Pool Procedures.**

The committee requested that the Department of Psychology Subject Pool Procedures memo be included in the IRB Protocol Applications Packet by researchers in that department.

**8. Revised Protocol Application.**

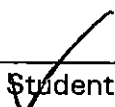
Chair Morella discussed with the committee some of the changes to be made and the definitions used by California State University San Bernardino for exempt, expedited, and full board review. Chair Morella stated that the Federal regulations state that some surveys, field interviews, observations and evaluations in standard educational practices are exempt from IRB review. The committee requested an electronic copy of the California State University San Bernardino information. The committee will develop requirements for exempt, expedited, and full board review during the spring semester. On the Cover Page under Section IV, the committee suggested that some of the infrequently used boxes be deleted. The committee agreed to start using the revised application forms in the spring.

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**ADJOURNMENT** Marshall Chapman motioned to adjourn. Edward Breschel seconded the motion. Motion carried.

**NEXT MEETING** To Be Determined

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pc: Michael R. Moore    Staff Congress    Faculty Senate     Student Government Association    Library

## INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE

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**WHEN** The Institutional Animal Care and Use Committee met on November 30, 2001, 2:00 p.m.  
**WHERE** 901 Ginger Hall conference room

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<b>PRESENT</b>	Research, Grants and Contracts Carole Morella, Chair Janet Skidmore, Secretary	Biological and Environmental Sciences David Eisenhour
	Psychology Bruce Mattingly	Sociology, Social Work, and Criminology Suzanne Tallichet
	Office of Physical Plant Steve Leitz	Veterinary Technology Scott Rundell

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**ABSENT** Robert Marsh, Community Representative

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### SUMMARY

Chair Morella called the meeting to order.

Chair Morella congratulated Dr. Scott Rundell for being named Kentucky's Veterinarian of the Year by the Kentucky Veterinary Medical Association.

**1. Protocol Due Dates for Spring 2002.**

The committee reviewed the draft memo of the Protocol Due Dates for Spring 2002 and recommended changes as follows: Remove sentence "Protocols will Only be accepted on the following dates" Replace with: Protocol Due Dates. Protocols received after a due date will be reviewed after the following due date. Under February 4, 2002, add "Protocols received after February 4 will be reviewed at the March meeting." Under March 4, 2002, add "Protocols received after March 4 will be reviewed at the April meeting." Under April 1, 2002, add "Protocols received after April 1 will be reviewed in September." The committee remains flexible in their meeting schedule in order to meet researchers needs.

Chair Morella discussed setting protocol due dates for the 2002-2003 academic year in April of 2002 and publish them to the faculty for the entire year. The committee agreed. Faculty and professional staff will be notified of the dates by email.

**2. Discussion: Attending Veterinarian.**

Chair Morella shared information gathered from the other regional institutions on the role of the attending veterinarian and information from the assurance statement regarding the veterinarians. The committee discussed several options for recommending a new attending veterinarian. The regulations are clear that this committee cannot operate without an attending veterinarian. Bruce Mattingly motioned that the committee recommend to Dr. Michael Moore that Dr. Prater serve as attending veterinarian and Dr. Rundell, if he is willing, serve as backup. Steve Leitz seconded the motion. Since the attending veterinarian is not required by regulations to be a certified laboratory animal veterinarian, the committee should not pursue this at present. If Dr. Prater would like to seek this certification, the committee would request support from Dr. Moore. Dr. Rundell stated that he really does not want to be involved as backup veterinarian. Dr. Mattingly indicated that Dr. Moore and Dr. DeMoss may prefer to have Dr. Rundell serve as the backup veterinarian. Dr. Mattingly suggested Dr. Moore be informed of Dr. Rundell's unwillingness to serve, before recommending to spend any

**SUMMARY (continued)**

funds for an outside veterinarian. Dr. Mattingly said the committee might be able to find an outside veterinarian that would be willing to serve on a voluntary basis. Dr. Mattingly indicated he would prefer to have Dr. Rundell as the backup. Chair Morella stated the University has three veterinarians. Dr. Mattingly modified his motion to recommend that Dr. Prater be attending veterinarian, and that either, Dr. Rundell serve as backup veterinarian, if willing, and if unavailable, the committee will seek a local licensed veterinarian either on a voluntary or a consultant contract basis. Steve Leitz seconded the motion. Motion carried with one abstention. The Chair will forward the committee's recommendation to Dr. Moore. The committee indicated they would be in favor of negotiating release time for the attending veterinarian and Chair Morella stated she would reinforce the need for release time to Dr. Moore. Chair Morella will indicate to Dr. Moore that the committee would like feedback on the attending veterinarian by the first of the year. At that time, the committee will discuss with the new person selected, if they are interested in continuing education to pursue the certified laboratory certification. If Dr. Prater cannot serve as attending veterinarian, the only alternative for the committee will be with an outside veterinarian. Dr. Rundell suggested that Dr. Prater have a very detailed job description in order to make his decision. Chair Morella indicated that she will forward the duties of veterinarian to Dr. Moore.

Chair Morella indicated that a report is filed with the OLAW Assurance Statement on an annual basis and changes in personnel will be made at that time.

The committee requested rechecking the number of meetings for last year to see if thirteen included revising the handbook. The committee felt they had met more than that. The committee asked that it be noted on the chart the months that they do not meet.

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**ADJOURNMENT**      Bruce Mattingly motioned to adjourn. David Eisenhower seconded the motion. Motion carried.

**NEXT MEETING**      To Be Determined.

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pc: Michael Moore    Staff Congress    ☒ Student Government Association    Faculty Senate    Library

**RESEARCH AND CREATIVE PRODUCTIONS COMMITTEE  
MINUTES**

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**WHEN** The Research and Creative Productions Committee met Monday, December 3, 2001  
**WHERE** 901 Ginger Hall Conference Room

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<b>PRESENT</b>	College of Science and Technology Ahmad Zargari	College of Business Mesghena Yasin	Caudill College of Humanities William Green John Maingi
	Camden Carroll Library Gary Austin	Office of Research, Grants and Contracts Carole Morella Janet Skidmore, Secretary Darlene Allen	College of Education Lesia Lennex

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**ABSENT** Larry Cowart, College of Business  
Mark Blankenbuehler, College of Science and Technology  
Rebecca Katz, Caudill College of Humanities

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**SUMMARY**

1. The chair called the meeting to order at 8:00 a.m.
2. **REVIEW OF MINUTES OF OCTOBER 29, 2001, OCTOBER 31, 2001, AND NOVEMBER 5, 2001.** William Green made the motion to approve the minutes as submitted. Ahmad Zargari seconded the motion. Motion carried.
3. **DISCUSSION OF PROPOSALS.** The committee discussed the method used in ranking the proposals. It was a consensus of the committee to use the outlier method before ranking the proposals.
4. **DISCUSSION OF DENIAL LETTERS AND AWARD PACKETS.** The committee reviewed the draft denial letters and award packets and reached a consensus to approve them as submitted.
5. **DISCUSSION OF ANNUAL REPORT FORMS.** The chair distributed a draft copy of the Annual Report Forms to be sent to each faculty member. A paragraph was added announcing the date of the Annual Research and Creative Productions Luncheon, and that invitations will be sent to faculty, librarians, and professional staff listed in the Annual Report of Research and Creative Productions. Submission Forms must be received by February 11, 2002. The committee reviewed the forms and approved them to be sent as submitted.
6. **DISCUSSION OF DISTINGUISHED AWARDS ANNOUNCEMENT.** The chair shared with the committee a draft copy of the Distinguished Awards Announcement to be sent to each faculty member. The portfolios are due by February 4, 2002. The committee reviewed the announcement and approved it as submitted.
7. **DISCUSSION OF SUMMER GRANT ANNOUNCEMENT.** The committee reviewed the flyer announcing the deadline of the Summer Grants. The Summer Grants will be due March 4, 2002. It was a consensus of the committee to distribute the announcement as submitted.

8. **DISCUSSION OF SUMMER FELLOWSHIPS.** The chair indicated that the committee will have an additional \$20,000 to be awarded in the summer for faculty fellowships which was requested through the strategic initiatives. The awards will be used for summer salary allowing the faculty to do research. There will be approximately four awards at \$5,000 per award. The committee reviewed the guidelines and made the following changes for the Summer Fellowships.
  - a. Person cannot apply for both a \$1,000 and a \$5,000 grant.
  - b. Follow the Application Procedures guidelines, Item 1 through 8 for University Funded Research and Item 1 through 8 for University Funded Creative Productions.
  - c. Proposals must be for \$4,000 to \$5,000.
  - d. Add statement: In applying for this grant you understand that you will not be engaged in any teaching in the summer.
  - e. The committee suggested that, in the future, these awards need to be offered in the fall.
  - f. Indicate that their summer pay is included in this grant.
9. **DISCUSSION OF FOCUS MAGAZINE.** The chair introduced Jeff Spradling, editor of the Focus Edition of the *MSU Today*. The committee is responsible for recommending the grants to be included in the magazine. Mr. Spradling gave the committee a draft copy of the next edition which will be published in the spring semester, 2002. The purpose of the magazine is to feature faculty, librarians, and professional staff's efforts in research and creative productions including internal and external grants. The committee approved the draft to be printed.
10. **DISCUSSION OF ANNUAL LUNCHEON.** The Annual Luncheon for the Research and Creative Productions Committee will be April 15, 2002. The committee discussed ways to increase attendance at the luncheon. Chair Morella will ask Dr. Blankenbuehler to chair the luncheon subcommittee and Drs. Green and Katz to serve on the subcommittee. Dr. Zargari volunteered to serve also.

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**ADJOURNMENT**      The chair recognized a motion to adjourn. Meeting adjourned.

**XT MEETING**      To Be Determined

**RESEARCH AND CREATIVE PRODUCTIONS COMMITTEE  
MINUTES**

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**WHEN** The Research and Creative Productions Committee met Wednesday, January 30, 2002  
**WHERE** 901 Ginger Hall Conference Room

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**PRESENT**

College of Science and Technology Mark Blankenbuehler Ahmad Zargari	College of Business Mesghena Yasin	College of Education Lesia Lennex
Caudill College of Humanities William Green Rebecca Katz	Camden Carroll Library Gary Austin	Office of Research, Grants and Contracts Carole Morella Janet Skidmore, Secretary

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**ABSENT** John Maingi, Caudill College of Humanities

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**SUMMARY**

1. The chair called the meeting to order at 2:00 p.m.
2. **REVIEW OF MINUTES OF DECEMBER 3, 2001.** The committee reviewed the minutes. Rebecca Katz made a motion to approve the minutes as amended: Item 7. Replace "Grant" with "Proposals" and Item 8., sub item f. Replace "pay is included in this grant" with "fellowships will be used as summer pay." Mark Blankenbuehler seconded the motion. Motion carried.
3. **COMMITTEE DEADLINES.** The chair recapped with the committee the tasks to be completed before the end of the semester. These tasks include: reviewing portfolios, annual report, \$1,000 summer proposals, summer research or creative fellowships and hosting the Annual Luncheon on Monday, April 15.
4. **DISCUSSION OF SUMMER RESEARCH OR CREATIVE FELLOWSHIPS.** The committee discussed the guidelines to be followed in submitting these fellowships. The Office of Research, Grants and Contracts will draft an announcement notice and submit it to the committee for their approval. The committee agreed that the notice should go out by February 11, 2002 and the deadline to receive entries will be March 11, 2002.
5. **DISCUSSION OF ANNUAL REPORT.** The committee discussed questions that had been raised regarding eligibility requirements for entries in the Annual Report. It was a consensus of the committee to meet with Dean Seelig and faculty to discuss eligibility requirements.
6. **COMMITTEE MEMBERSHIP.** The chair informed the committee that Lary Cowart, College of Business, has resigned from the committee. The Senate has been notified of this vacant position, which needs to be replaced for the spring semester.

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**ADJOURNMENT** The chair recognized a motion to adjourn. Meeting adjourned.

**NEXT MEETING** To Be Determined

**RESEARCH AND CREATIVE PRODUCTIONS COMMITTEE  
MINUTES**

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**WHEN** The Research and Creative Productions Committee met Tuesday, February 5, 2002  
**WHERE** 901 Ginger Hall Conference Room

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**PRESENT**

College of Science and Technology Mark Blankenbuehler Ahmad Zargari	College of Business Mesghena Yasin	Caudill College of Humanities John Maingi Rebecca Katz
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Office of Research, Grants  
and Contracts  
Carole Morella  
Janet Skidmore, Secretary

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**ABSENT** William Green, Caudill College of Humanities  
Gary Austin, Camden Carroll Library  
Lesia Lennex, College of Education

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**SUMMARY**

1. The chair called the meeting to order at 1:00 p.m.
2. The chair introduced Michael Seelig, Dean, Caudill College of Humanities and Larry Keenan, Professor of Music.
3. **DISCUSSION OF ANNUAL REPORT OF RESEARCH AND CREATIVE PRODUCTIONS.** The chair reviewed the history of the Annual Report of Research and Creative Productions. Dean Seelig brought the question to the committee, "Are we representing the creative productions fully?" He asked the committee to clarify the definitions of scholarly, teaching and service? Larry Keenan asked about the exclusions on the submission notice that substantially affect the performing arts. The committee indicated they do not feel that the publication is representative of the faculty. Last year the committee made the recommendation to the Provost to expand the publication beyond research and creative production to include service and teaching. The chair of the service committee and the chair of the teaching committee declined to join the research committee for a joint publication. It was a consensus of the committee that we have a representative from the visual and performing arts on the committee. Dean Seelig suggested the Caudill College of Humanities will provide a definition and format to the committee of scholarly productivity and service for the visual and performing arts and explain the rationale. The committee felt including the definitions in the publication would provide clarity for the faculty. The publication is distributed campus wide; therefore, the committee must be able to justify and define the entries that would appear questionable. The committee would be receptive to the faculty turning their entries in to the chair, the chair to the dean, and the dean to the committee. If the other colleges would follow this procedure, the committee would recommend the Annual Report be prepared at the Provost level with the deans responsible for compiling information for their college.

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**ADJOURNMENT** The chair recognized a motion to adjourn. Meeting adjourned.

**NEXT MEETING** To Be Determined



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**INSTITUTIONAL REVIEW BOARD  
FOR THE PROTECTION OF HUMAN SUBJECTS IN RESEARCH**

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**WHEN**            Friday, February 8, 2002, at 2:00 p.m. in the 901 Ginger Hall conference room.

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<b>PRESENT</b>	Research, Grants and Contracts Carole Morella, Chair Kathleen Dowling Janet Skidmore, Secretary	English, Foreign Languages, and Philosophy Sarah Morrison
	Community Representative Bill Fedders	Psychology Lynn Haller
	Physical Sciences Marshall Chapman	Sociology, Social Work, and Criminology Edward Breschel

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**ABSENT**        None

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Chair Morella called the meeting to order.

Chair Morella introduced Father Bill Fedders as the new community representative for the committee.

1. **Minutes of November 6, 2001, November 13, 2001, and November 27, 2001.** Edward Breschel motioned to accept the minutes as distributed. Lynn Haller seconded the motion. Motion carried by a majority voting in favor.
2. Edward Breschel motioned to go into closed session to discuss research protocols which are to be maintained in confidence by this committee, according to federal law. Sarah Morrison seconded the motion. Motion carried by a majority voting in favor.
3. Chair Morella entertained a motion to return to regular session. Marshall Chapman motioned to return to regular session. Edward Breschel seconded the motion. Motion carried by a majority voting in favor.
4. **Protocol Review:**
  - a. **#01-12-21:** Sarah Morrison motioned to continue review of Protocol #01-12-21 based upon discussion in closed session. Marshall Chapman seconded the motion. Motion carried by a majority voting in favor.
  - b. **#01-12-22:** Sarah Morrison motioned to continue review of Protocol #01-12-22 based upon discussion in closed session. Edward Breschel seconded the motion. Expedited review to be conducted by chair and vice chair. Motion carried by a majority voting in favor.
  - c. **#02-01-23:** Edward Breschel motioned to approve Protocol #02-01-23 as amended and based upon discussion in closed session. Marshall Chapman seconded the motion. Motion carried by a majority voting in favor.

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**SUMMARY**

- d. **#02-01-24:** Marshall Chapman motioned to approve Protocol #02-01-24 as written and based upon discussion in closed session. Edward Breschel seconded the motion. Motion carried by a majority voting in favor.
- e. **#02-02-25:** Sarah Morrison motioned to approve Protocol #02-02-25 as written and based upon discussion in closed session. Marshall Chapman seconded the motion. Motion carried by a majority voting in favor.
- f. **#02-02-26:** Edward Breschel motioned to continue review of Protocol #02-02-26 based upon discussion in closed session. Marshall Chapman seconded the motion. Expedited review to be conducted by chair and vice chair. Motion carried by a majority voting in favor.
- g. **#02-02-27:** Sarah Morrison motioned to continue review of Protocol #02-02-27 based upon discussion in closed session. Edward Breschel seconded the motion. Motion carried by a majority voting in favor.
- h. **#02-02-28:** Sarah Morrison motioned to continue review of Protocol #02-02-28 based upon discussion in closed session. Bill Fedders seconded the motion. Motion carried by a majority voting in favor.
- i. **#02-02-29:** Edward Breschel motioned to not approve Protocol #02-02-29 based upon discussion in closed session. Bill Fedders seconded the motion. Motion carried by a majority voting in favor.
- j. **#02-02-30:** Marshall Chapman motioned to table Protocol #02-02-30 based upon discussion in closed session. Edward Breschel seconded the motion. Motion carried by a majority voting in favor.
- k. **#02-02-31:** Marshall Chapman motioned to table Protocol #02-02-31 based upon discussion in closed session. Sarah Morrison seconded the motion. Motion carried by a majority voting in favor.
- l. **#02-02-32:** Marshall Chapman motioned to continue review of Protocol #02-02-32 based upon discussion in closed session. Edward Breschel seconded the motion. Expedited review to be conducted by chair and vice chair. Motion carried by a majority voting in favor.
- m. **#01-09-10-R1:** Marshall Chapman motioned to approve Protocol #01-09-10-R1 as written and based upon discussion in closed session. Sarah Morrison seconded the motion. Motion carried by a majority voting in favor.

**5. Discussion: Period of Project Effective Date.**

Kathleen Dowling, Grants Compliance Administrator, presented a revised Notification of Protocol Review form to the committee for review. For protocols with an effective/project beginning date prior to the committee review date, the revision changes the effective/project beginning date to the date the committee approves the protocol. Edward Breschel motioned to amend the Notification of Protocol Review form. Lynn Haller seconded the motion. Motion carried by a majority voting in favor.

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**SUMMARY**

**6. Discussion: Reviewing Researcher Responses by Email.**

The committee discussed reviewing responses provided by the researchers for protocols with continuing review. It was the recommendation of the committee to conduct the review by email if possible.

**7. Discussion: Roberts Rules.**

The committee requested the Office of Research, Grants and Contracts to provide information about continuing a meeting in the event that the non-scientific member must leave or there is no longer a quorum.

**8. Meeting Schedule.**

Friday, March 8, 2002, at 2:00 p.m. in the 901 Ginger Hall conference room.

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**ADJOURNMENT** Marshall Chapman motioned to adjourn. Edward Breschel seconded the motion. Motion carried.

**NEXT MEETING** Friday, March 8, 2002, at 2:00 p.m. in 901 Ginger Hall.

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pc: Michael R. Moore   Staff Congress   Faculty Senate   ☒ Student Government Association   Library

## INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE

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<b>WHEN</b>	The Institutional Animal Care and Use Committee met on February 11, 2002, 8:00 a.m.
<b>WHERE</b>	901 Ginger Hall conference room

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<b>PRESENT</b>	Research, Grants and Contracts Carole Morella, Chair Kathleen Dowling Darryl Grimes Janet Skidmore, Secretary	Biological and Environmental Sciences David Eisenhour  Community Representative Robert Marsh
	Veterinary Technology Phillip Prater	Sociology, Social Work, and Criminology Suzanne Tallichet
	Psychology Bruce Mattingly	Office of Physical Plant Steve Leitz

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<b>ABSENT</b>	Donald Applegate, Veterinary Technology
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### SUMMARY

Chair Morella called the meeting to order.

1. **Introductions.** Chair Morella introduced and welcomed Phillip Prater, attending veterinarian, to the committee. The chair informed the committee that Donald Applegate accepted the position of backup attending veterinarian but was unable to attend the meeting today. Chair Morella indicated that OLAW would be notified of the personnel changes in April when the committee completed the Annual Report of Assurance. Chair Morella introduced Darryl Grimes, Associate Director of the Office of Research, Grants and Contracts, to the committee and requested his attendance at the meetings to provide continuity in the RGC representation in the absence of the chair.
2. **Selection of Vice Chair.** Robert Marsh nominated Bruce Mattingly as Vice Chair. Suzanne Tallichet seconded the motion. Motion carried by a majority voting in favor.
3. **Minutes of October 23, 2001, November 2, 2001, November 16, 2001, and November 30, 2001.** Steve Leitz motioned to approve the minutes as distributed. Bruce Mattingly seconded the motion. Motion carried by a majority voting in favor.
4. Bruce Mattingly motioned to go into closed session to discuss research protocols which are to be maintained in confidence by this committee, according to federal law. Suzanne Tallichet seconded the motion. Motion carried by a majority voting in favor.
5. Steve Leitz motioned to return to regular session. Robert Marsh seconded the motion. Motion carried by a majority voting in favor.
6. **Protocol Review.**
  - a. **#01-01-07-R1.** Suzanne Tallichet motioned to approve Protocol #01-01-07-R1 based upon discussion in closed session. Bruce Mattingly seconded the motion. Motion carried by a majority voting in favor.

**SUMMARY (continued)**

- b. **#02-01-10.** Steve Leitz motioned to approve Protocol #02-01-10 based upon discussion in closed session. Suzanne Tallichet seconded the motion. Motion carried by a majority voting in favor.
  - c. **#02-02-11.** Steve Leitz motioned to approve Protocol #02-02-11 based upon discussion in closed session. Bruce Mattingly seconded the motion. One member abstained. Motion carried by a majority voting in favor.
  - d. **#02-02-12.** Steve Leitz motioned to approve Protocol #02-02-12 based upon discussion in closed session. Robert Marsh seconded the motion. Motion carried by a majority voting in favor.
  - e. **#02-02-13.** Steve Leitz motioned to approve Protocol #02-02-13 based upon discussion in closed session. Bruce Mattingly seconded the motion. Motion carried by a majority voting in favor.
  - f. **#02-02-14.** Suzanne Tallichet motioned to approve Protocol #02-02-14 based upon discussion in closed session. Steve Leitz seconded the motion. One member abstained. Motion carried by a majority voting in favor.
  - g. **#01-09-05-R1.** Suzanne Tallichet motioned to approve Protocol #01-09-05-R1 based upon discussion in closed session. Steve Leitz seconded the motion. One member abstained. Motion carried by a majority voting in favor.
  - h. **#94-09-03-R2.** Robert Marsh motioned to approve Protocol #94-09-03-R2 based upon discussion in closed session. Steve Leitz seconded the motion. One member abstained. Motion carried by a majority voting in favor.
7. **Program of Veterinary Care, Emergency Facility Disaster Plan.** Chair Morella informed the committee that David Eisenhower has suggestions for changes and will be contacted to bring them to the next meeting. These programs must be approved annually by the committee per regulations.
8. **Revised Cover Page for Protocol Application.** The committee reviewed proposed changes to the Cover Page For Protocol Application. It was a consensus of the committee to make no changes to the protocol application form. The committee recommended that two items be added to the Notification of Protocol Review Form: 1) Unexpected deaths and signs of illness, distress, or other deviations from normal in animals should be reported (promptly) to the IACUC attending veterinarian to ensure appropriate and timely delivery of veterinary medical care. 2) Current proof of immunization must be on file and available for inspection by the committee.
9. **Submission of Continuing Reviews for Approved Protocols With Three-Year Period.** The committee discussed the need to remind researchers who have approved protocols with a three-year project period to submit continuing review annually. It was the consensus of the committee to leave the responsibility for submission of continuing review to the researcher.
10. **Literature Search, Form L.** The committee discussed the documentation required for the literature search. It was the consensus of the committee to change the description of "Analysis of Search" from "(provide a narrative description such that the IACUC can readily assess whether the search topics were appropriate and the search was sufficiently thorough)" to "(provide a narrative description such that the IACUC can readily assess whether the search

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**SUMMARY (continued)**

topics [Alternatives to the Use of Animals, Alternatives to Painful Procedures, Avoidance of Duplication] were appropriate and the search was sufficiently thorough)."

11. **CD From NIH Office of Laboratory Animal Welfare.** The chair provided Phillip Prater with a CD from the NIH Office of Laboratory Animal Welfare entitled "Working with the Laboratory Dog."
12. **Membership/Role of Chair.** The chair informed the committee that there will be an assessment of the other benchmark universities to determine the role of the chair and the current trend of a faculty member chairing the committee. The committee will consider this option and discuss at a future meeting after the assessments of other universities are received.
13. **Discussion of the Number of Meetings Last Year.** A committee member questioned the number of meetings as presented on the chart "IACUC Activity 2000-2001" at the November meeting. A committee member asked if the number of meetings included working on the renewal of the Assurance Statement. The records were checked, the number of meetings verified and the information presented was accurate. The meetings to work on the renewal of the Assurance Statement were in the prior year.
14. **Article - Time to Cut Regulations That Protect Only Regulators.** Kathleen Dowling, Grants Compliance Administrator, presented a brief summary of this article to the committee members.
15. **Change in NIH Procedure.** Chair Morella informed the committee that NIH now requires the faculty member to have an IACUC approval prior to submitting a proposal to NIH. This a new requirement of PHS 398.
16. **Meeting Schedule.**
  - March 4, 2002: Protocol due date
  - March 11, 2002, at 8:00 a.m.: Meeting to review protocols
  - April 1, 2002: Protocol due date
  - April 5, 2002, at 1:00 p.m.: Facility Inspection
  - April 15, 2002, at 8:00 a.m.: Meeting to review Programmatic Report and Facility Inspection Report and review protocols

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**ADJOURNMENT** Steve Leitz motioned to adjourn. Bruce Mattingly seconded the motion. Motion carried.

**NEXT MEETING** March 11, 2002, 8:00 a.m. in the 901 Ginger Hall conference room.  
Facility Inspection, April 5, 2002, 1:00 p.m.

**RESEARCH AND CREATIVE PRODUCTIONS COMMITTEE  
MINUTES**

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<b>WHEN</b>	The Research and Creative Productions Committee met Wednesday, February 27, 2002
<b>WHERE</b>	901 Ginger Hall Conference Room

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<b>PRESENT</b>	College of Science and Technology Mark Blankenbuehler Ahmad Zargari	College of Education Lesia Lennex	Caudill College of Humanities John Maingi Rebecca Katz William Green
	Office of Research, Grants and Contracts Carole Morella Janet Skidmore, Secretary	Camden Carroll Library Gary Austin	

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<b>ABSENT</b>	Mesghena Yasin, College of Business
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**SUMMARY**

1. The chair called the meeting to order at 10:20 a.m.
2. **FOCUS MAGAZINE.** Jeff Spradling, University Editor, met with committee to provide a progress report on the next issue of the Focus Magazine that is due out in May, 2002. The committee will meet on March 20, 2002, to review the draft of the magazine. Mr. Spradling informed the committee that the magazine will also be available on the Morehead State University Web Site in addition to hard copy. The committee was in favor of the magazine being available on the web. The committee suggested that it be listed on the first page of Morehead State University Web Site so it would be easily accessible to everyone.
3. **REVIEW OF MINUTES OF JANUARY 30, 2002.** The committee reviewed the minutes. William Green made a motion to approve the minutes as submitted. Lesia Lennex seconded the motion. Motion carried.
4. **COMMITTEE MEMBERSHIP.** Lesia Lennex informed the committee that the Faculty Senate has proposed a candidate from the College of Business to fill the vacant position on the committee.
5. **REVIEW GUIDELINES FOR SUMMER RESEARCH OR CREATIVE FELLOWSHIPS.** The chair informed the committee that taxes will be taken out of the fellowships. The guidelines state that all full-time, tenured or tenure-track teaching faculty are eligible to apply for these fellowships. Those faculty that are teaching in the summer are not eligible because the fellowship is in lieu of teaching. The committee discussed including full-time instructors as eligible recipients for the fellowships since they can now be hired on a continuing basis. It was a consensus of the committee that these instructors should be included as eligible recipients for the fellowships. Lesia Lennex made a motion to accept the guidelines as submitted. William Green seconded the motion. Motion carried. The committee recommended that they review the guidelines for next year to include these full-time instructors.
6. **DISCUSSION OF ANNUAL REPORT.** It was a consensus of the committee that each member would be responsible for reviewing the Annual Report entries from their college to determine if the entry is eligible. The Office of Research, Grants and Contracts will review the grant entries to determine if they meet eligibility requirements. Any entries that any member feels should be deleted will come before the full committee for discussion.

7. **DISCUSSION OF PORTFOLIOS FOR DISTINGUISHED AWARDS.** The committee discussed the review of the portfolios for distinguished awards. The committee members will complete their individual reviews of the portfolios for discussion at the next meeting. It was a consensus of the committee to review the guidelines before publishing them next year.

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**OURNMENT** William Green made the motion to adjourn. John Maingi seconded the motion. Meeting adjourned.

**NEXT MEETING** Wednesday, March 6, 2002, 10:20 a.m.



**RESEARCH AND CREATIVE PRODUCTIONS COMMITTEE  
MINUTES**

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<b>WHEN</b>	The Research and Creative Productions Committee met Wednesday, March 6, 2002
<b>WHERE</b>	901 Ginger Hall Conference Room

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<b>PRESENT</b>	College of Science and Technology Mark Blankenbuehler Ahmad Zargari	College of Business Mesghena Yasin	Caudill College of Humanities John Maingi Rebecca Katz William Green
	Office of Research, Grants and Contracts Carole Morella Janet Skidmore, Secretary	Camden Carroll Library Gary Austin	

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<b>ABSENT</b>	Lesia Lennex, College of Education
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**SUMMARY**

1. The chair called the meeting to order at 10:20 a.m.
2. **SUMMER FELLOWSHIPS.** The chair informed the committee that the guidelines for the Summer Fellowships had been sent to all faculty on March 5. The guidelines state that the fellowships will be supplemental salary. The recipients will be notified in May. It was a consensus of the committee to move the due dates for upcoming years to the fall if funds are available for fellowships.
3. **ANNUAL REPORT.** The committee is continuing to review the Annual Report. The final draft will be submitted for approval next week.
4. **SUMMER GRANTS.** The Summer Grant packets were distributed to the committee. The evaluation procedures for the Summer Grants were discussed.
5. **GUIDELINES SUBCOMMITTEE.** A subcommittee was formed to review the "Guidelines For University-Funded Research and Creative Productions." William Green will chair the subcommittee. Rebecca Katz and John Maingi will serve on the subcommittee. They will bring recommendations to the full committee for final review.
6. **FOCUS EDITION SUBCOMMITTEE.** A subcommittee was formed to review the grants to be included in the January, 2003 edition of the Focus Magazine. Mesghena Yasin will chair the subcommittee. Ahmad Zargari and Mark Blankenbuehler will serve on the subcommittee. They will report to the full committee.
7. **DISTINGUISHED PORTFOLIOS.** The committee discussed the portfolios received for the distinguished creative production award. Once the discussion was complete, the members voted for each distinguished creative production award recipient. The discussion of the portfolios for distinguished researcher will continue at the next meeting.

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<b>OURNMENT</b>	The chair recognized a motion to adjourn. Meeting adjourned.
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<b>NEXT MEETING</b>	Wednesday, March 13, 2002, 10:20 a.m.
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**INSTITUTIONAL REVIEW BOARD  
FOR THE PROTECTION OF HUMAN SUBJECTS IN RESEARCH**

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**WHEN**            Friday, March 8, 2002, at 3:00 p.m. in the 901 Ginger Hall conference room.

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<b>PRESENT</b>	Research, Grants and Contracts Kathleen Dowling Janet Skidmore, Secretary	English, Foreign Languages, and Philosophy Sarah Morrison
	Community Representative Bill Fedders	Psychology Lynn Haller
	Physical Sciences Marshall Chapman	Sociology, Social Work, and Criminology Edward Breschel

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**ABSENT**        Carole Morella, Research, Grants and Contracts

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Vice Chair Edward Breschel called the meeting to order.

1. **Minutes of February 8, 2002.** Marshall Chapman motioned to accept the minutes as distributed. Lynn Haller seconded the motion. Motion carried by a majority voting in favor.
2. Marshall Chapman motioned to go into closed session to discuss research protocols which are to be maintained in confidence by this committee, according to federal law. Bill Fedders seconded the motion. Motion carried by a majority voting in favor.
3. Vice Chair Breschel entertained a motion to return to regular session. Marshall Chapman motioned to return to regular session. Lynn Haller seconded the motion. Motion carried by a majority voting in favor.
4. **Protocol Review:**
  - a. **#02-02-33:** Lynn Haller motioned to continue review of Protocol #02-02-33 based upon discussion in closed session. Marshall Chapman seconded the motion. Motion carried by a majority voting in favor.
  - b. **#02-02-34:** Marshall Chapman motioned to continue review of Protocol #02-02-34 based upon discussion in closed session. Bill Fedders seconded the motion. Motion carried by a majority voting in favor.
  - c. **#02-02-35:** Bill Fedders motioned to continue review of Protocol #02-02-35 based upon discussion in closed session. Marshall Chapman seconded the motion. Motion carried by a majority voting in favor.
  - d. **#02-02-36:** Sarah Morrison motioned to continue review of Protocol #02-02-36 based upon discussion in closed session. Lynn Haller seconded the motion. Motion carried by a majority voting in favor.

**SUMMARY**

- e. **#02-03-37:** Marshall Chapman motioned to approve Protocol #02-03-37 as written and based upon discussion in closed session. Lynn Haller seconded the motion. Motion carried by a majority voting in favor.

**5. Protocol Response.**

- a. **#01-12-21:** Kathleen Dowling, Grants Compliance Administrator, informed the committee that Notification to approve Protocol #01-12-21 as amended was forwarded to the researcher based upon committee review of the additional information.
- b. **#01-12-22:** Kathleen Dowling, Grants Compliance Administrator, informed the committee that Notification to approve Protocol #01-12-22 as amended was forwarded to the researcher based upon committee review of the additional information.
- c. **#02-02-26:** Kathleen Dowling, Grants Compliance Administrator, informed the committee that Notification to approve Protocol #02-02-26 as amended was forwarded to the researcher based upon committee review of the additional information.
- d. **#02-02-27:** Kathleen Dowling, Grants Compliance Administrator, informed the committee that Notification to approve Protocol #02-02-27 as amended was forwarded to the researcher based upon committee review of the additional information.
- e. **#02-02-29:** Kathleen Dowling, Grants Compliance Administrator, informed the committee that Protocol #02-02-29 was withdrawn by the researcher and a new protocol will be submitted.
- f. **#02-02-30:** Kathleen Dowling, Grants Compliance Administrator, informed the committee that Protocol #02-02-30 remains under continuing review.
- g. **#02-02-31:** Kathleen Dowling, Grants Compliance Administrator, informed the committee that Protocol #02-02-31 remains under continuing review.
- h. **#02-02-32:** Kathleen Dowling, Grants Compliance Administrator, informed the committee that Notification to approve Protocol #02-02-32 as amended was forwarded to the researcher based upon committee review of the additional information.

- 6. Marshall Chapman motioned to go into closed session to discuss a research protocol which is to be maintained in confidence by this committee, according to federal law. Bill Fedders seconded the motion. Motion carried by a majority voting in favor.

- 7. Vice Chair Breschel entertained a motion to return to regular session. Marshall Chapman motioned to return to regular session. Bill Fedders seconded the motion. Motion carried by a majority voting in favor.

**8. Protocol Response.**

- a. **#02-02-28:** Marshall Chapman motioned to continue review of Protocol #02-02-28 based upon discussion in closed session. Sarah Morrison seconded the motion. Motion carried by a majority voting in favor.

- 9. **New Process for Review of Protocol.** The committee discussed the protocol review process. It was a consensus of the committee that all new protocols must come before the committee for review at a meeting. Continued review will be completed by email.

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**SUMMARY**

10. **Roberts Rules.** Kathleen Dowling, Grants Compliance Administrator, provided a response to the committee's questions:
1. Can the meeting continue without a quorum and no one mentions it?
  2. Can the meeting continue without the non-scientific member?
- According to Roberts Rules: While no question can be decided in the absence of a quorum, a member cannot be interrupted while speaking in order to make the point of no quorum. The debate may continue in the absence of a quorum until someone raises the point while no one is speaking. OHRP states the IRB observes the following requirements for convened meetings: A majority of the members of the IRB must be present and at least one non-scientist must be present. If the required number of members is lost during a meeting, no action may be taken until the quorum is restored. Kathleen Dowling will contact OHRP and inquire if the Community Representative is considered a non-scientific member.
11. **Recommendation to University/Wellness Center.** The committee recommended a letter be drafted to Dr. Dayna Brown, Chair, Department of Health, Physical Education and Sport Sciences because several proposals have come through the Institutional Review Board for the Protection of Human Subjects in Research that have raised a concern about information being used from the Wellness Center for research. The IRB recommends the following items be included:
1. Add item to their baseline health collection to the effect that the data may be used by researchers in an aggregate form for projects that have received approval from the Institutional Review Board for the Protection of Human Subjects in Research.
  2. Add a "Yes" or "No" check box on the form so that people, upon entry to the Wellness Center, may check whether the data can be used in aggregate form.
  3. No historical data may be used from those who have already signed up because they have not had an opportunity to agree or not agree.
  4. All data will only be available in an aggregate form so that individuals cannot be identified.
- Janet Skidmore, Committee Secretary, will draft a memo to be forwarded to Dr. Dayna Brown.
12. **Membership-Lynn Haller.** Lynn Haller agreed to serve another term. Sarah Morrison motioned that Chair Morella forward a recommendation from the committee to Dr. Moore, Institutional Official, that Lynn Haller serve another term on the committee. Marshall Chapman seconded the motion. Motion carried by a majority voting in favor.
13. **2002-2003 Protocol Due Dates.** It was a consensus of the committee to continue to have the Protocol Due Dates on the first Monday of the months of September, October, November, February, March and April, unless that day is a holiday, for the 2002-2003 academic year. The notifications of these dates will be sent to faculty and professional staff in July.
14. **Update on Expedited and Exempt Review.** The committee discussed the possibility of expedited and exempt review. It was a consensus of the committee that the process of reviewing responses by email was working well and no action should be taken on expedited and exempt review at this time.

INSTITUTIONAL REVIEW BOARD FOR THE PROTECTION  
OF HUMAN SUBJECTS IN RESEARCH (03/08/02)

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SUMMARY

15. April Meeting Date. It was a consensus of the committee to meet on April 12, 2002 at 8:00 a.m.

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**ADJOURNMENT** Marshall Chapman motioned to adjourn. Bill Fedders seconded the motion. Motion carried.

**NEXT MEETING** Friday, April 12, 2002, at 8:00 a.m. in 901 Ginger Hall.

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pc: Michael R. Moore   Staff Congress   Faculty Senate   ☒ Student Government Association   Library

## INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE

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**WHEN** The Institutional Animal Care and Use Committee met on March 11, 2002, 8:00 a.m.  
**WHERE** 901 Ginger Hall conference room

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<b>PRESENT</b>	Research, Grants and Contracts Carole Morella, Chair Kathleen Dowling Darryl Grimes Janet Skidmore, Secretary	Biological and Environmental Sciences David Eisenhour  Office of Physical Plant Steve Leitz
	Veterinary Technology Philip Prater Donald Applegate	Sociology, Social Work, and Criminology Suzanne Tallichet
	Psychology Bruce Mattingly	

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**ABSENT** Robert Marsh, Community Representative

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### SUMMARY

Chair Morella called the meeting to order.

1. **Minutes of February 11, 2002.** Bruce Mattingly motioned to approve the minutes as distributed. Suzanne Tallichet seconded the motion. Motion carried by a majority voting in favor.
2. Suzanne Tallichet motioned to go into closed session to discuss research protocols which are to be maintained in confidence by this committee, according to federal law. Bruce Mattingly seconded the motion. Motion carried by a majority voting in favor.
3. Steve Leitz motioned to return to regular session. Suzanne Tallichet seconded the motion. Motion carried by a majority voting in favor.
4. **Protocol Review.**
  - a. **#01-10-07-R1.** Steve Leitz motioned to approve Protocol #01-10-07-R1 based upon discussion in closed session. Bruce Mattingly seconded the motion. Motion carried by a majority voting in favor.
  - b. **#01-10-09-R1.** Steve Leitz motioned to approve Protocol #01-10-09-R1 based upon discussion in closed session. Bruce Mattingly seconded the motion. Motion carried by a majority voting in favor.
  - c. **#02-03-15.** Bruce Mattingly motioned to approve Protocol #02-03-15 based upon discussion in closed session. Steve Leitz seconded the motion. One member abstained. Motion carried by a majority voting in favor.

SUMMARY (continued)

5. **Program of Veterinary Care, Emergency Facility Disaster Plan.** Bruce Mattingly motioned to take off the table the Program of Veterinary Care and the Emergency Facility Disaster Plan for discussion. Steve Leitz seconded the motion. Motion carried by a majority voting in favor. David Eisenhower provided the committee with changes to the Program of Veterinary Care for the Department of Biological and Environmental Sciences as follows:

1. Add to table:

Facility	Location	Animals Housed
<i>Ecology Lab</i>	<i>LA 243</i>	<i>Fishes</i>
<i>Herpetology Class</i>	<i>LA 242 or LA 321</i>	<i>Reptiles and amphibians</i>

2. Changes to first sentence of paragraph immediately following table:

All organisms presently utilized ~~used~~ are supplied by commercial biological supply houses (mice, rats, turtles, frogs), or local fish hatcheries (catfish, goldfish), *or wild populations (fishes, amphibians, reptiles).*

3. Changes to first sentence of next paragraph:

*Aquaria containing fishes* ~~Catfish~~ *aquaria* are monitored....

4. Changes to third sentence of same paragraph:

Goldfish are fed flake-style food; catfish are fed "catfish chow" pellets; *other fishes are fed a mix of flakes and shrimp pellets.*

5. New paragraph to insert after "Turtles and frogs are provided..." paragraph:

*Reptiles and amphibians collected from wild populations are housed in appropriate cages ranging in size from large bowls to 20 gallon aquaria, depending on the vertebrate. The top of the aquaria or bowls are covered or screened over for species that are able to otherwise escape. For aquatic species, water quality (pH, NH<sub>4</sub><sup>+</sup>, clarity) is monitored weekly and adjusted if necessary. Filtration is provided and cleaned or changed as needed. For terrestrial or semiaquatic species, water is checked daily; water is changed and cages are cleaned as needed. Heat (sunlamps or "hot rocks") is provided for those species that need to be warmer than room temperature. Food is provided ad libitum and is appropriate for the species. Individuals that refuse to eat after being placed in captivity are returned to their place of origin*

Suzanne Tallichet made a motion to approve the Program of Veterinary Care as discussed. Steve Leitz seconded the motion. The chair asked for any other discussion and Bruce Mattingly provided the committee with changes to the Program of Veterinary Care for the Department of Psychology as follows:

1. First bullet point; second line:

Behavioral testing is conducted in room 602 *and* 605 of Ginger Hall.

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SUMMARY (continued)

Suzanne Tallichet amended her motion to approve the Program of Veterinary Care for the three departments as amended. Steve Leitz seconded the motion. Motion carried by a majority voting in favor. Revisions will be made by Janet Skidmore, Committee Secretary, and forwarded to the Department Chair and the Attending Veterinarian for signatures. Copies will then be forwarded to the committee members.

Emergency Facility Disaster Plan: Bruce Mattingly provided a correction for the Department of Psychology. First paragraph; second line: Room 604, not 603. Suzanne Tallichet made a motion to approve the Emergency Facility Disaster Plan for the three departments as amended. Steve Leitz seconded the motion. Motion carried by a majority voting in favor. The revision will be made and copies forwarded to the committee members.

6. **Membership-Robert Marsh, Steve Leitz.** Robert Marsh and Steve Leitz are scheduled to rotate off the committee in August. Chair Morella will contact Robert Marsh and ask if he wishes to continue on the committee. Steve Leitz agreed to serve another term. Chair Morella will forward a recommendation from the committee to Dr. Moore, Institutional Official, that Steve Leitz serve another term on the committee.
7. **Tetanus Immunization - Federal Regulations.** Kathleen Dowling, Grants Compliance Administrator, provided the committee with the requirement from the PHS Policy regarding tetanus immunization. PHS Policy states that personnel "should" receive tetanus immunization. Kathleen Dowling quoted the University Policy, UAR #118.02, Occupational Health for Animal Care Workers which states, "Researchers and students must have up-to-date tetanus immunizations."
8. **Major Violations of Animal Welfare Act.** Kathleen Dowling, Grants Compliance Administrator, presented a brief summary of the article, University of Connecticut Admits to Major Violations of Animal Welfare Act, to the committee.
9. **Annotated Bibliography For Members of Institutional Animal Care and Use Committees (IACUCs).** Kathleen Dowling, Grants Compliance Administrator, distributed copies of this bibliography to the committee members. A copy will be forwarded to Robert Marsh. The chair informed the members there are extra copies for dissemination to departments, as needed.
10. **The IACUC Handbook.** Kathleen Dowling, Grants Compliance Administrator, informed the committee that Dr. Moore, Institutional Official, provided funds to purchase copies of the book, The IACUC Handbook, to be distributed to the committee. The copies will be maintained with the committee as members rotate off. Over a series of meetings, Kathleen Dowling will present chapters of the book for discussion by the committee.
11. **Facility Inspection.** The committee discussed the Facility Inspection to be held on April 5, 2002. The inspection schedule will be as follows:

Department of Psychology	1:00 p.m.	Bruce Mattingly - guide Philip Prater Suzanne Tallichet
Department of Biology	1:30 p.m.	David Eisenhower - guide Bruce Mattingly Philip Prater



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**SUMMARY (continued)**

Department of Veterinary Technology    2:30 p.m.    Philip Prater - guide  
Steve Leitz  
Bruce Mattingly  
Suzanne Tallichet

**12.    Meeting Schedule.**

April 1, 2002: Protocol due date

April 5, 2002, at 1:00 p.m.: Facility Inspection

April 15, 2002, at 8:00 a.m.: Meeting to review Programmatic Report and Facility Inspection Report and review protocols

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**ADJOURNMENT**    Steve Leitz motioned to adjourn. Suzanne Tallichet seconded the motion. Motion carried.

**NEXT MEETING**    April 15, 2002, 8:00 a.m. in the 901 Ginger Hall conference room.  
Facility Inspection, April 5, 2002, 1:00 p.m.

**RESEARCH AND CREATIVE PRODUCTIONS COMMITTEE  
MINUTES**

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<b>WHEN</b>	The Research and Creative Productions Committee met Wednesday, March 13, 2002
<b>WHERE</b>	901 Ginger Hall Conference Room

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<b>PRESENT</b>	College of Science and Technology Mark Blankenbuehler Ahmad Zargari	Camden Carroll Library Gary Austin	Caudill College of Humanities John Maingi Rebecca Katz William Green
	Office of Research, Grants and Contracts Carole Morella Janet Skidmore, Secretary		

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<b>ABSENT</b>	Lesia Lennex, College of Education Mesghena Yasin, College of Business
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**SUMMARY**

1. The chair called the meeting to order at 10:20 a.m.
2. **STRATEGIC BUDGET PROPOSALS.** The chair informed the committee that she had submitted two requests for committee funds through the strategic initiative process: continuation of the Summer Fellowship Program for Faculty and restore the level of funds to the Research and Creative Productions Committee from \$40,000.00 to \$80,000.00.
3. **DISTINGUISHED RESEARCHER PORTFOLIOS.** The committee discussed the Distinguished Researcher portfolios. Discussion will continue at the next meeting.
4. **ANNUAL REPORT.** The committee will be given a copy of the Annual Report at the next meeting for review and approval.
5. **GUIDELINES SUBCOMMITTEE.** The committee secretary will provide the Guidelines Subcommittee with a list of the proposed revisions as discussed in committee meetings.

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<b>JOURNMENT</b>	The chair recognized a motion to adjourn. Meeting adjourned.
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<b>NEXT MEETING</b>	Wednesday, March 20, 2002, 10:20 a.m.
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**INSTITUTIONAL REVIEW BOARD  
FOR THE PROTECTION OF HUMAN SUBJECTS IN RESEARCH**

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**WHEN** Friday, March 22, 2002, at 8:00 a.m. in the 901 Ginger Hall conference room.

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<b>PRESENT</b>	Research, Grants and Contracts	English, Foreign Languages, and Philosophy
	Carole Morella	Sarah Morrison
	Kathleen Dowling	
	Janet Skidmore, Secretary	
	Community Representative	Psychology
	Bill Fedders	Lynn Haller
		Sociology, Social Work, and Criminology
		Edward Breschel

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**ABSENT** Marshall Chapman, Physical Sciences

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Chair Morella called the meeting to order.

1. Chair Morella introduced Jane Fitzpatrick, University Counsel. The committee requested Ms. Fitzpatrick remain for the closed session discussion.
2. Edward Breschel motioned to go into closed session to discuss research protocols which are to be maintained in confidence by this committee, according to federal law. Lynn Haller seconded the motion. Motion carried by a majority voting in favor.
3. Chair Morella entertained a motion to return to regular session. Edward Breschel motioned to return to regular session. Sarah Morrison seconded the motion. Motion carried by a majority voting in favor.
4. **Protocol Review:**
  - a. **#02-02-30:** Chair Morella stated that Protocol #02-02-30 remains on the table.
  - b. **#02-02-31:** Chair Morella stated that Protocol #02-02-31 remains on the table.

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**ADJOURNMENT** Edward Breschel motioned to adjourn. Lynn Haller seconded the motion. Motion carried.

**NEXT MEETING** Friday, April 12, 2002, at 8:00 a.m. in 901 Ginger Hall.

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pc: Michael R. Moore   Staff Congress   Faculty Senate   Student Government Association   Library

**RESEARCH AND CREATIVE PRODUCTIONS COMMITTEE  
MINUTES**

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<b>WHEN</b>	The Research and Creative Productions Committee met Wednesday, April 3, 2002
<b>WHERE</b>	901 Ginger Hall Conference Room

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<b>PRESENT</b>	College of Science and Technology Mark Blankenbuehler Ahmad Zargari	Camden Carroll Library Gary Austin	Caudill College of Humanities John Maingi Rebecca Katz William Green
	Office of Research, Grants and Contracts Carole Morella Janet Skidmore, Secretary	College of Business Mesghena Yasin	

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<b>ABSENT</b>	Lesia Lennex, College of Education
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**SUMMARY**

1. The chair called the meeting to order at 10:20 a.m.
2. **DISCUSSION OF PORTFOLIOS FOR DISTINGUISHED AWARDS.** The committee continued their discussion of the portfolios received for the distinguished awards. Committee members that had not reviewed the portfolios were not eligible to vote. Once the discussion was completed, the members voted for each distinguished award recipient by secret ballot. Recommendations will be sent to Dr. Moore.  
  
The committee asked if there was a way the distinguished awardees might be able to share their experiences and insight with other faculty. Possibilities discussed were a workshop or speaking at the new faculty orientation. The committee discussed having the awardees serve on the Research and Creative Productions committee. The chair will forward a recommendation to Dr. Moore, from the committee, that the recipients of the Distinguished Researcher and Distinguished Creative Productions award serve on the Research and Creative Productions Committee for one year after receiving the award. These two members would be in addition to the current membership.
3. **FOCUS MAGAZINE.** Jeff Spradling, University Editor, presented an amended draft copy of the Focus Magazine for review by the committee. After discussion of the draft copy, William Green motioned to approve the magazine with amendments. Rebecca Katz seconded the motion. Motion carried.
4. **ANNUAL REPORT.** The committee reviewed the revised copy of the Annual Report. After discussion, William Green motioned to accept the report as amended. Ahmad Zargari seconded the motion. Motion carried.
5. **GUIDELINES SUBCOMMITTEE.** The subcommittee reported that they had met and will provide revision to the guidelines for discussion at a future meeting.
6. **SUMMER GRANTS.** The evaluation procedures for the summer grants and the summer fellowships were reviewed. The discussion of the proposals for summer grants will begin at the next meeting.

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<b>JOURNMENT</b>	Rebecca Katz made the motion to adjourn. John Maingi seconded the motion. Meeting adjourned.
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<b>NEXT MEETING</b>	Wednesday, April 10, 2002, 10:20 a.m.
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